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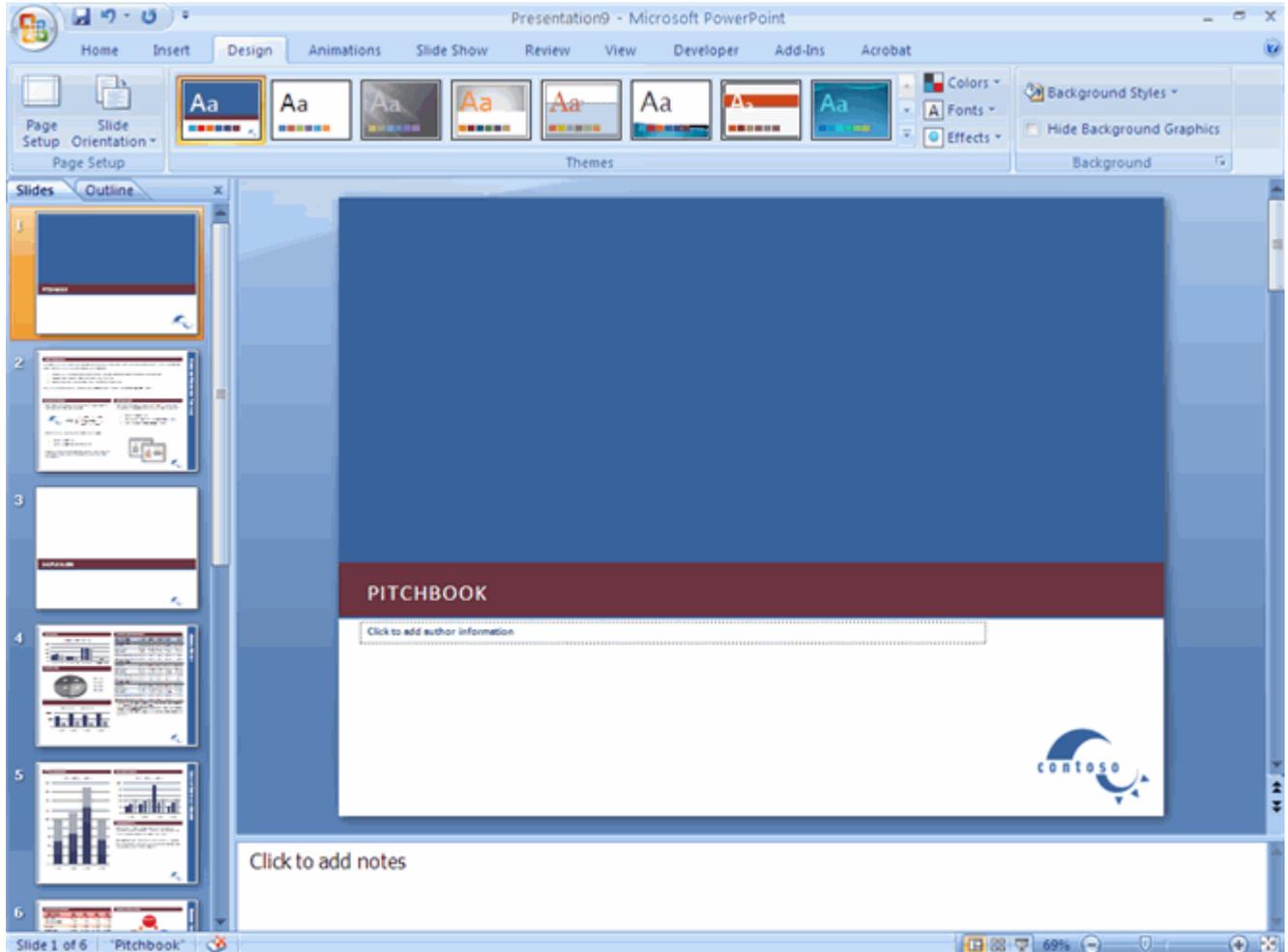
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Getting Started

Getting started with PowerPoint 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

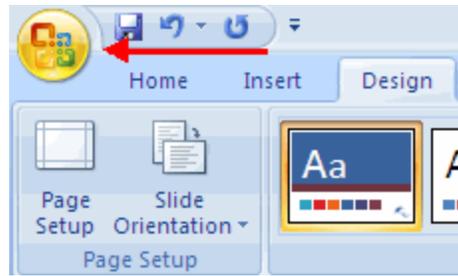


Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

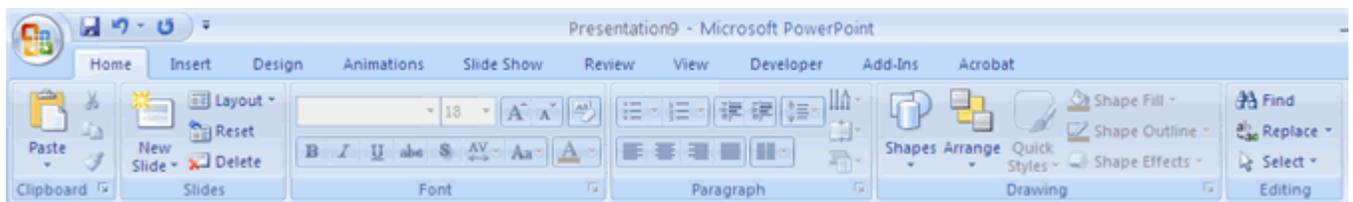
Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.

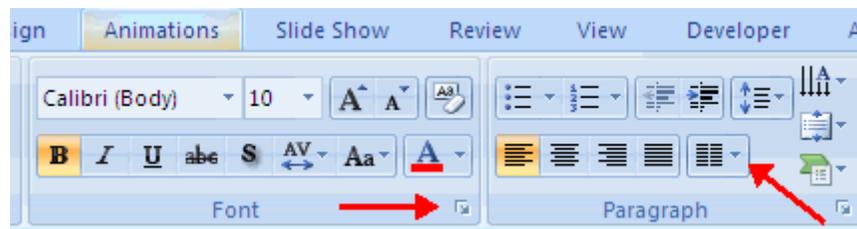


Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. 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.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



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

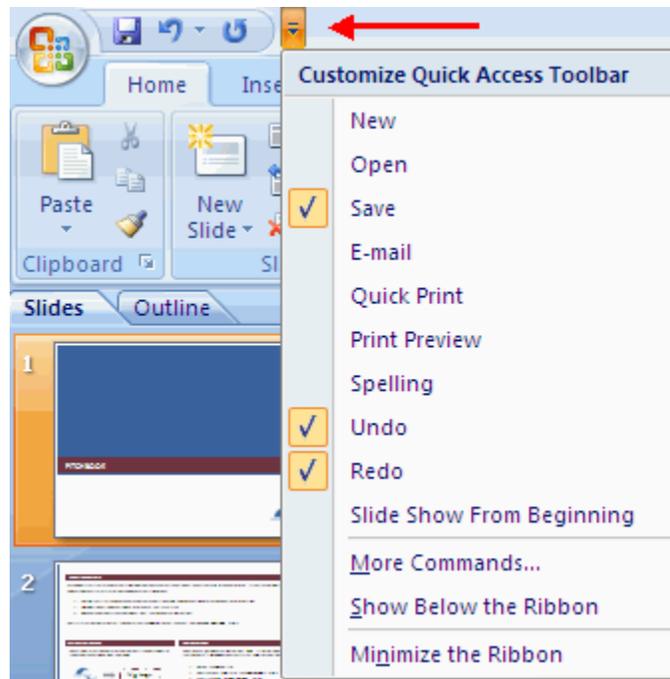
Slide Show: Start Slide Show, Set Up, Monitors

Review: Proofing, Comments, Protect

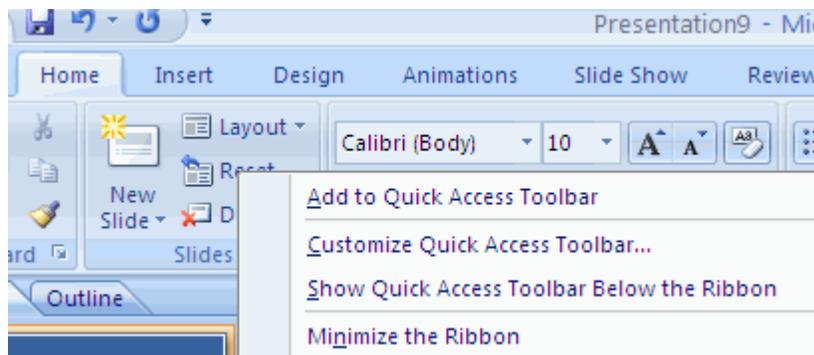
View: Presentation Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the error at the end of the toolbar and click **Show Below the Ribbon**.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



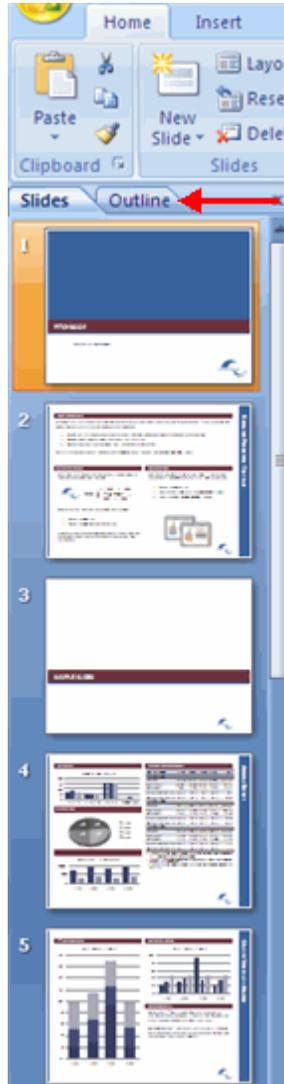
Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



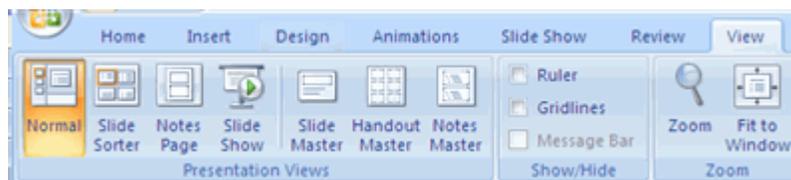
Navigation

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



Slide Views

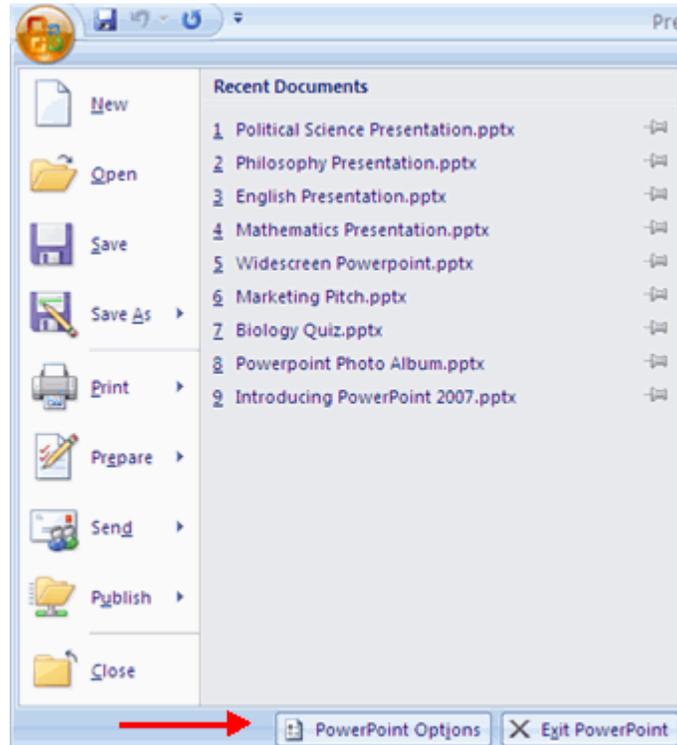
Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.



Customize Power Point

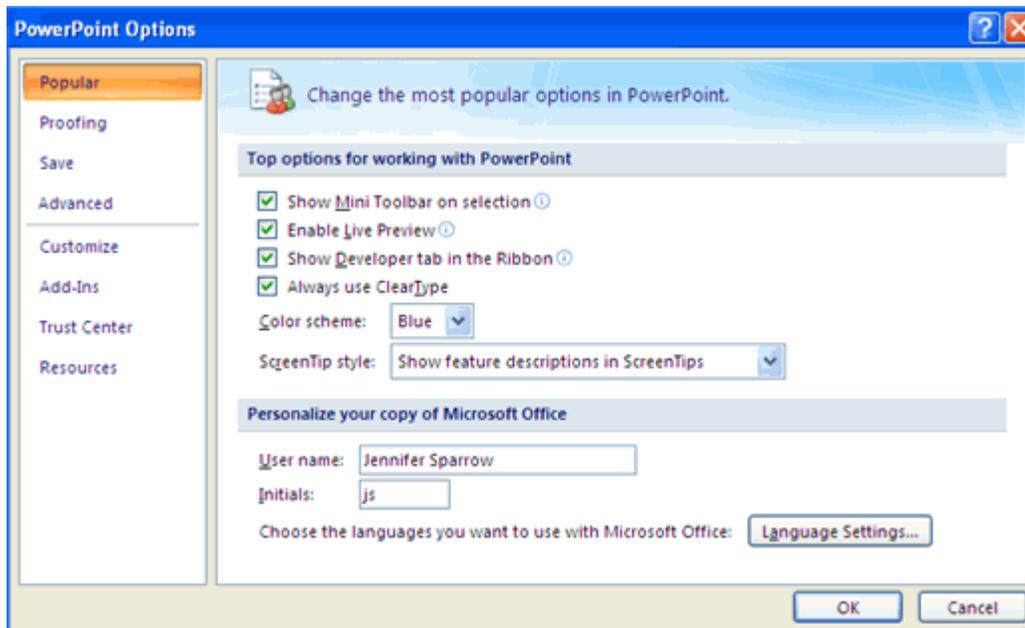
PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **PowerPoint Options** include picture of OB menu.



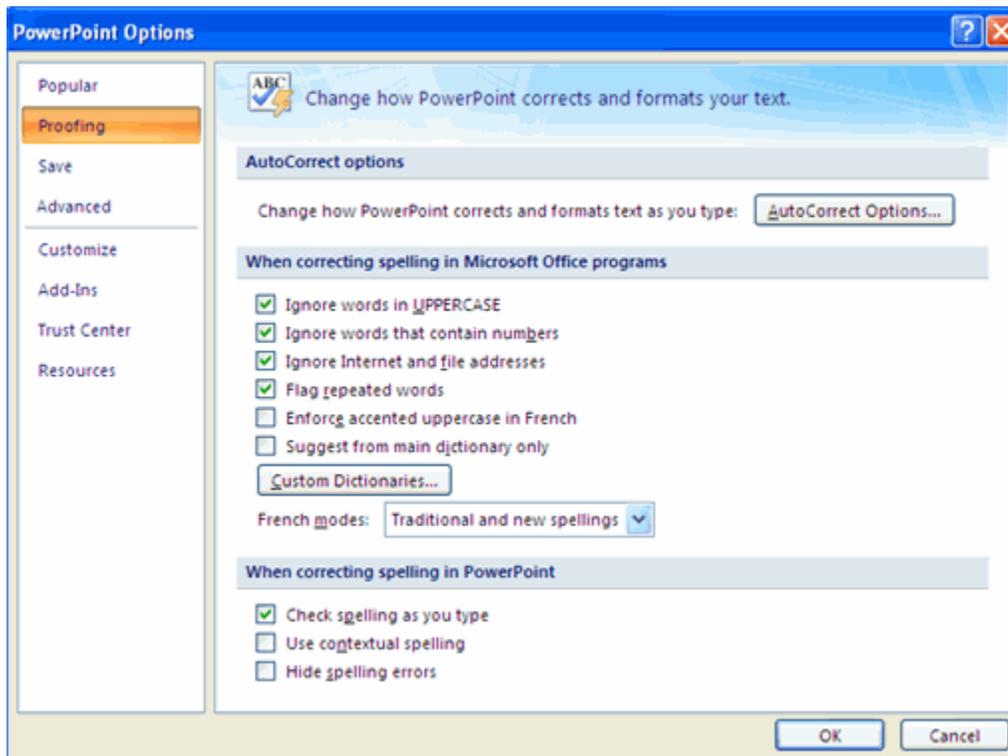
Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



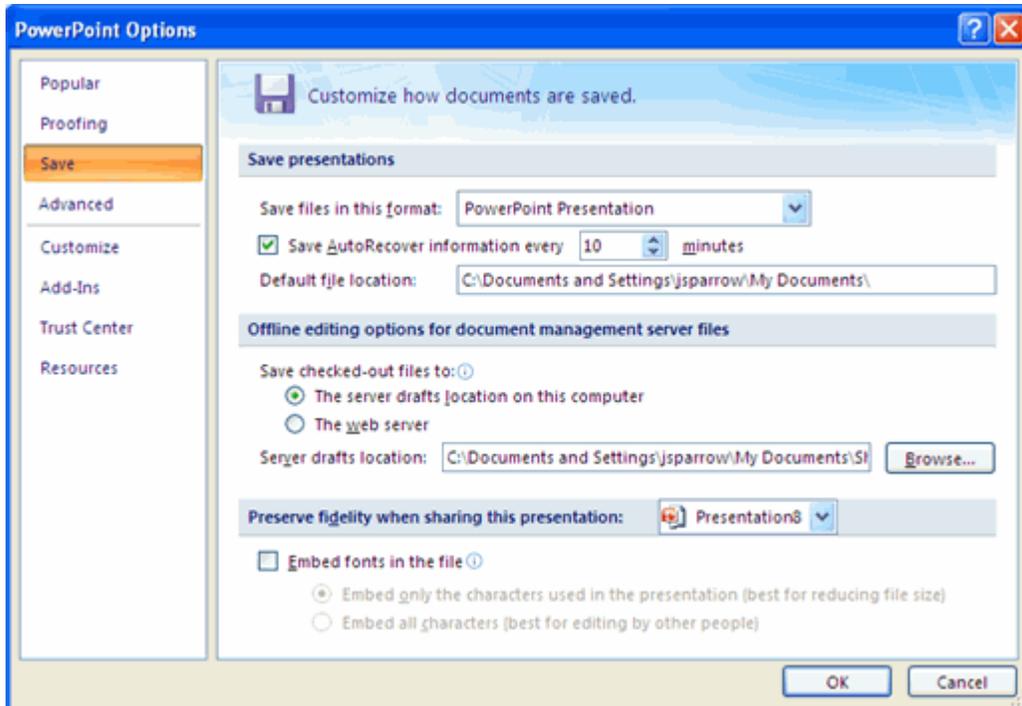
Proofing

This feature allows you personalize how word corrects your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



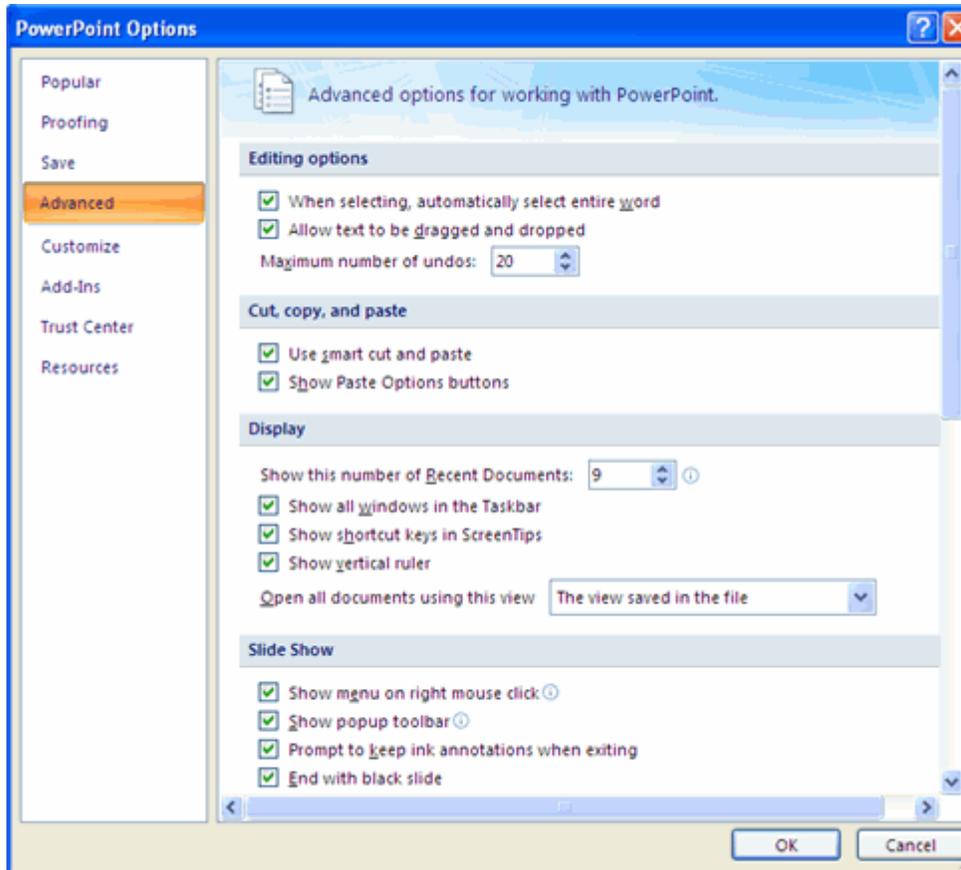
Save

This feature allows you personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



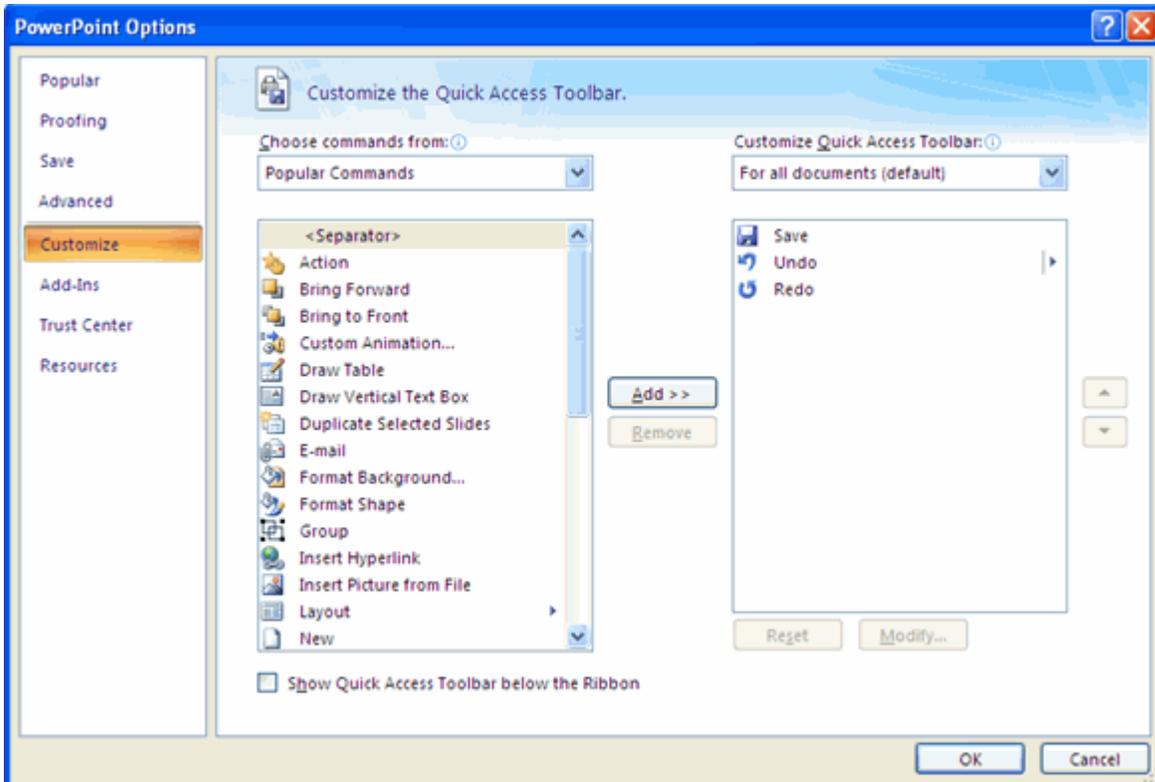
Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

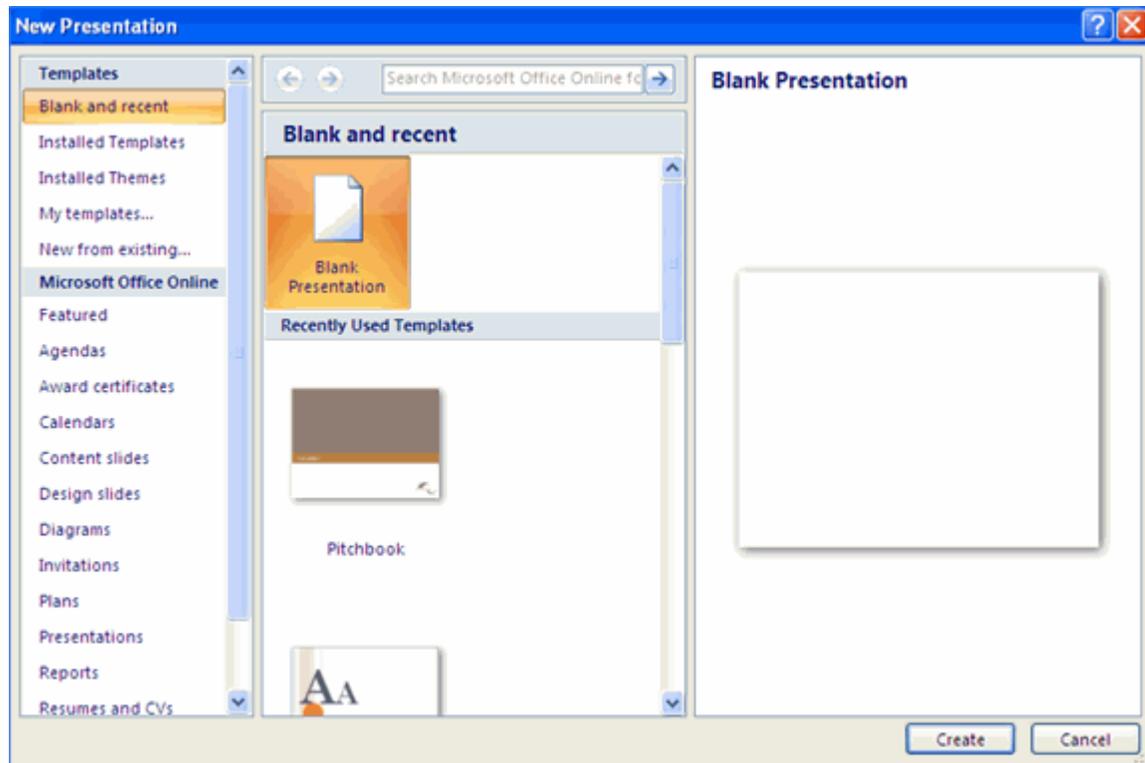


Presentation

New Presentation

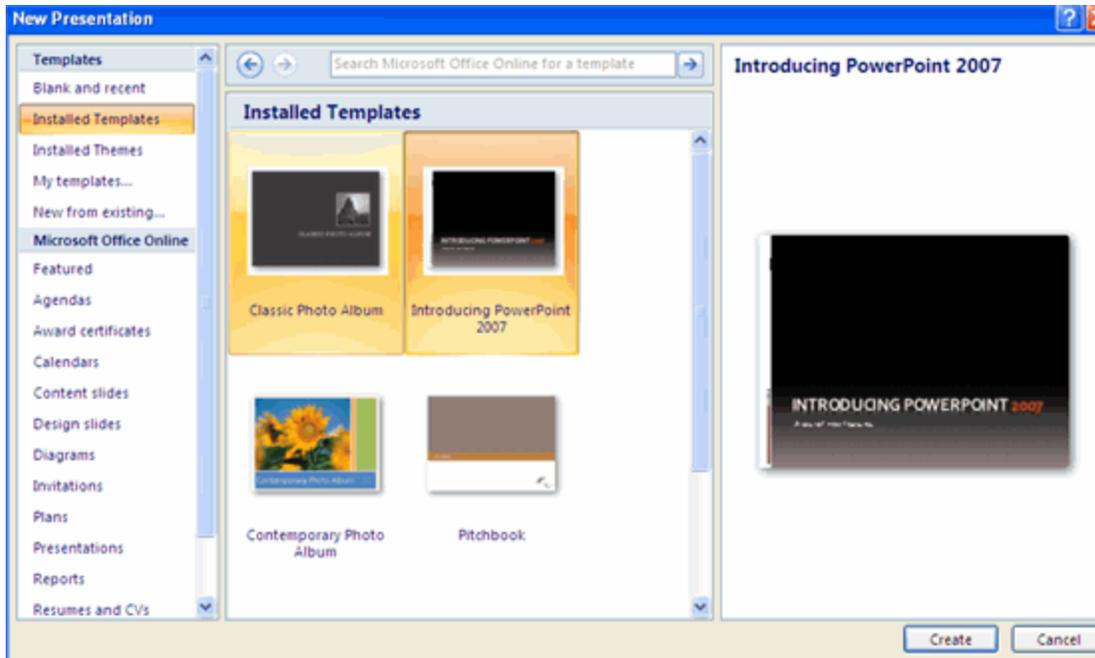
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

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



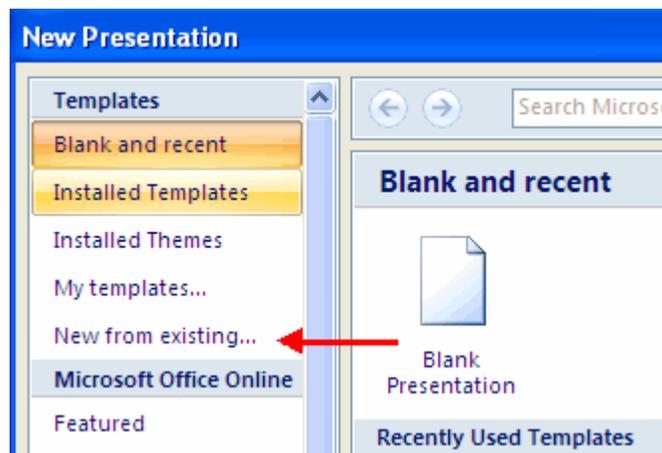
To create a new presentation from a template:

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



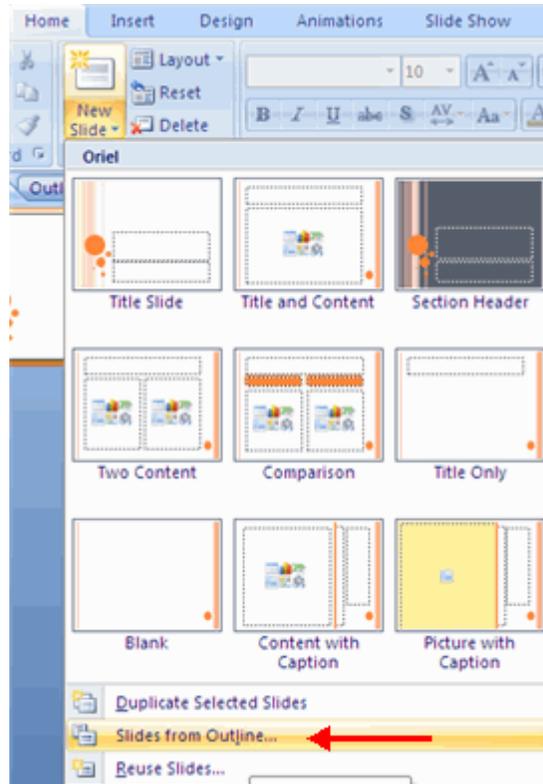
To create a new presentation from an existing presentation:

- 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:

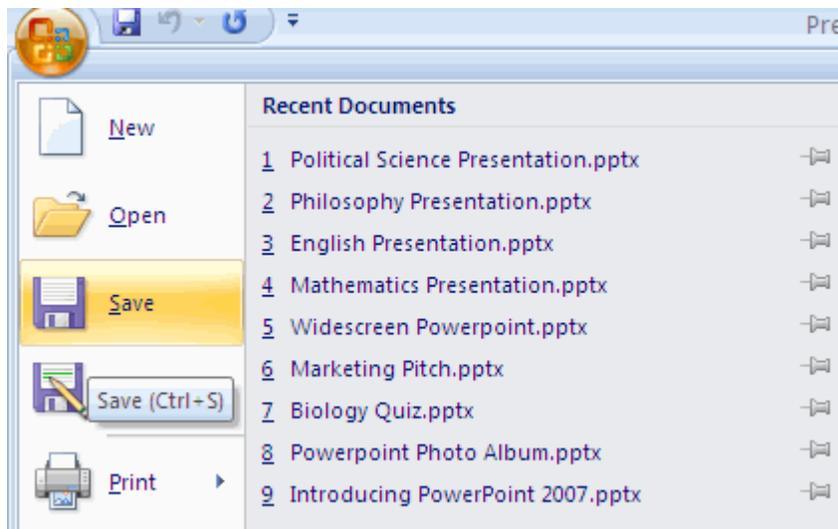
- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**. To save a document:

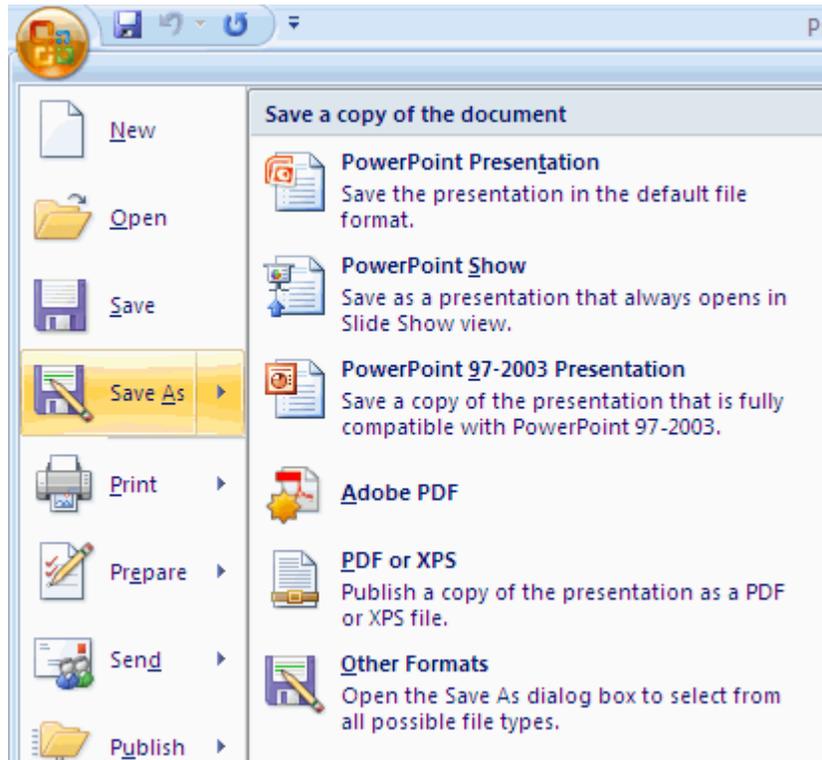
- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older

versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you 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**

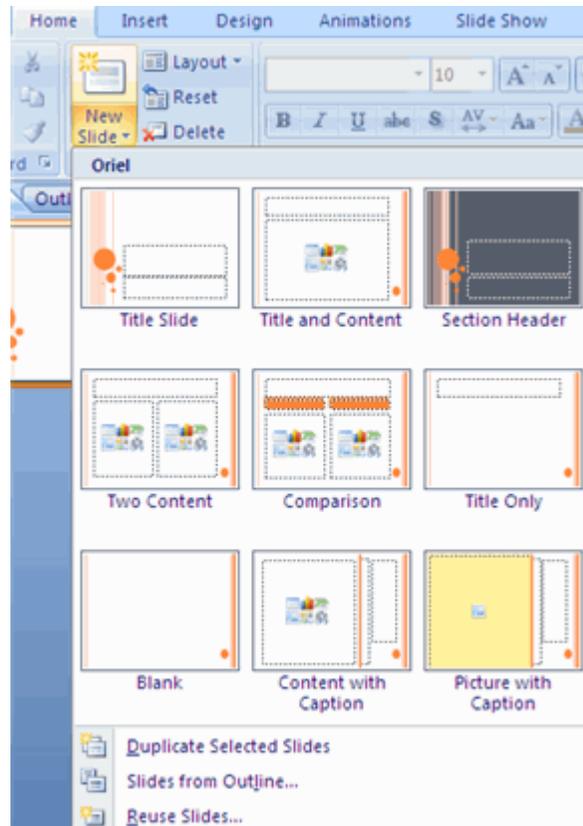


Add Slides

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

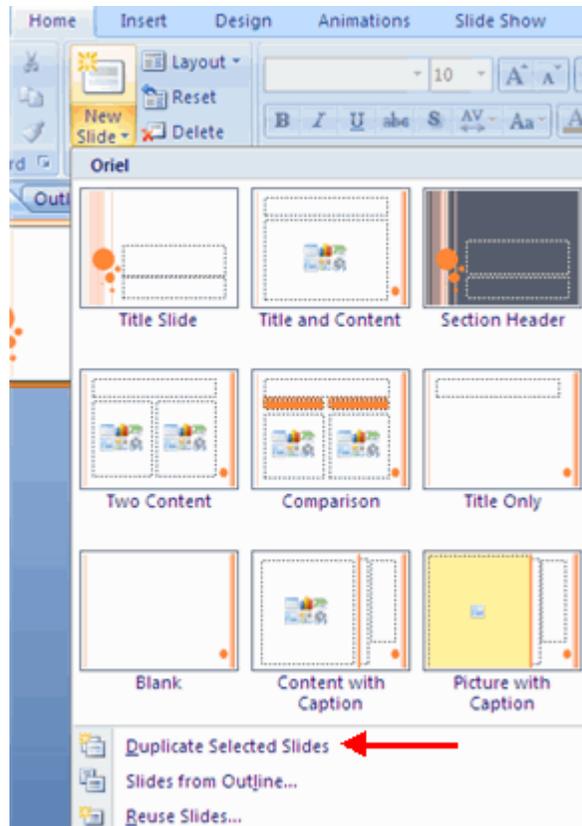
To create a new slide from Office Themes:

- 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



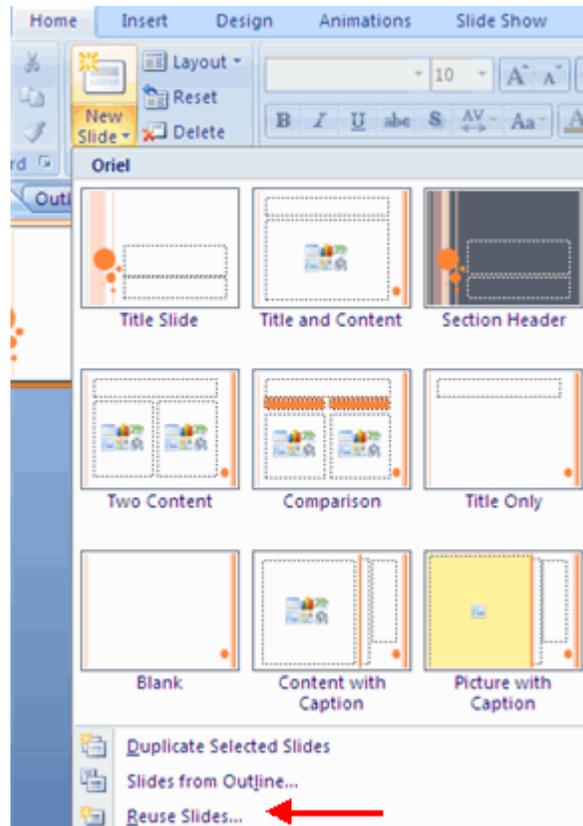
To create a slide as a duplicate of a slide in the presentation:

- 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:

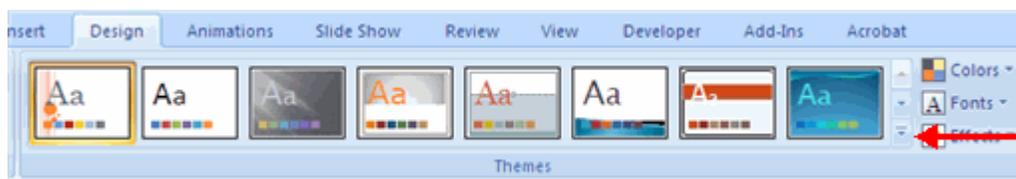
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



Themes

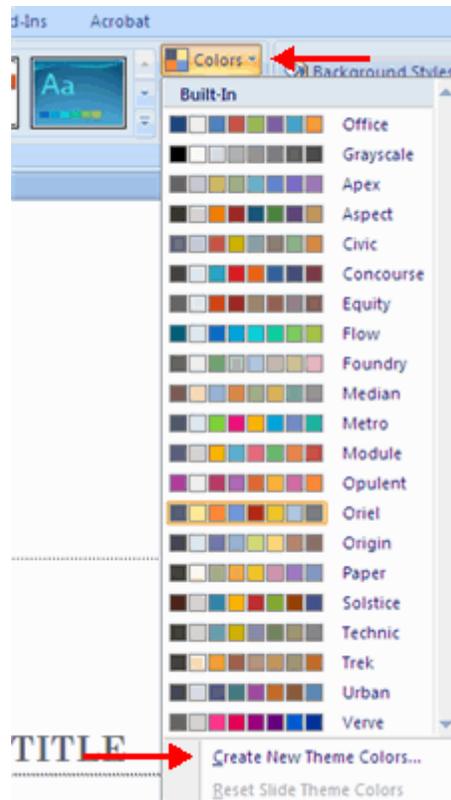
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

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



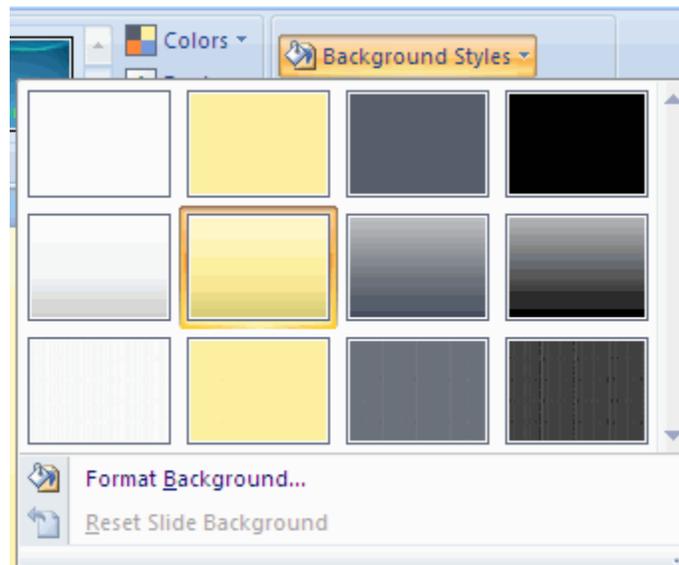
To apply new colors to a theme:

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



To change the background style of a theme

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

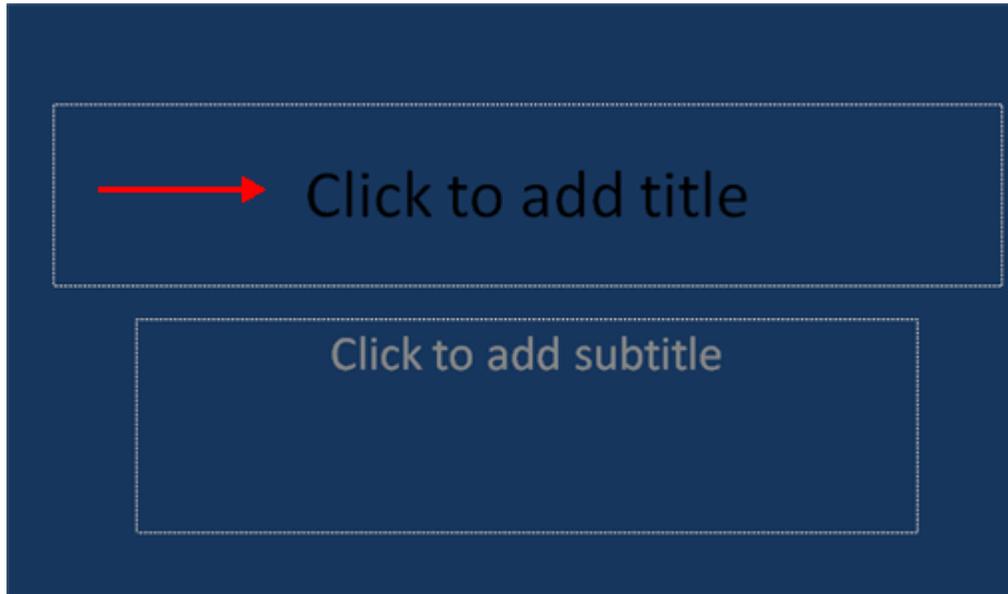


Working With Content

Enter Text

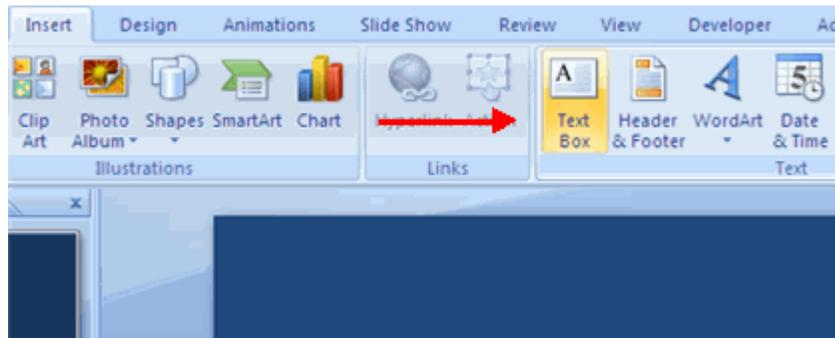
To enter text:

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



To add a text box:

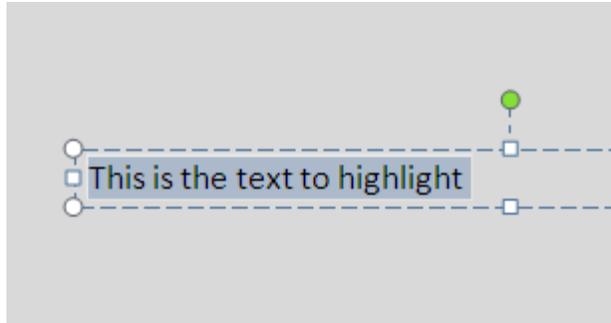
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



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:

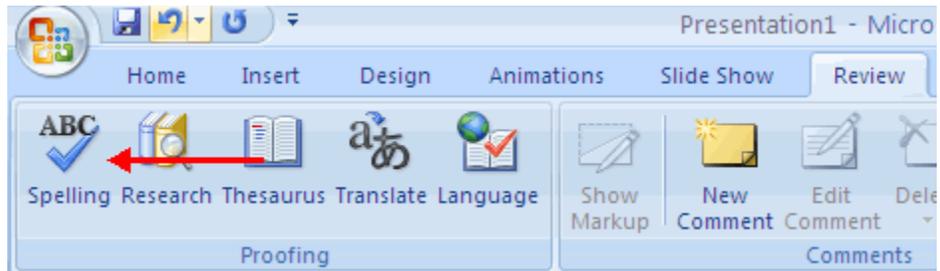
- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



Spell Check

To check the spelling in a presentation:

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

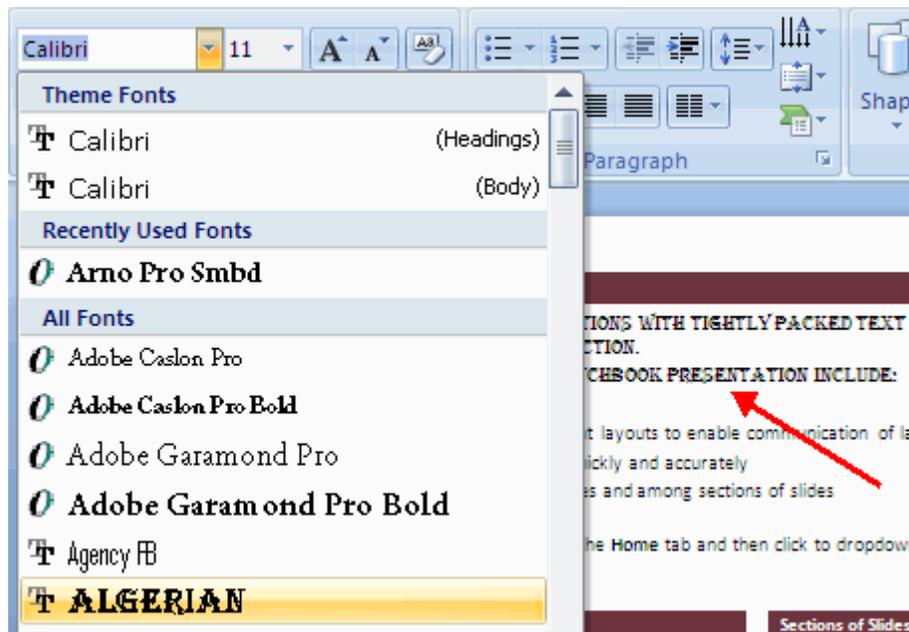


Formatting Text

Change Font Typeface and Size

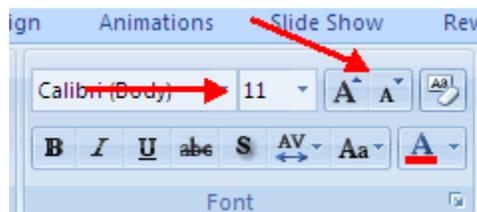
To change the font typeface:

- 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.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

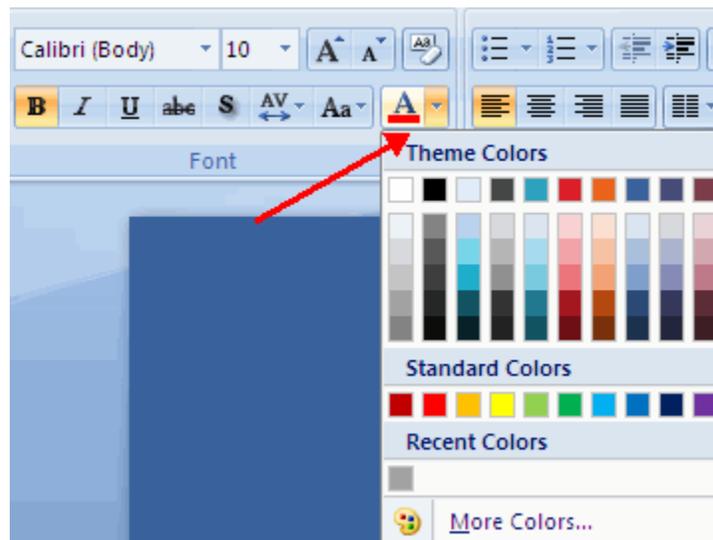
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



Change Text Color

To change the text color:

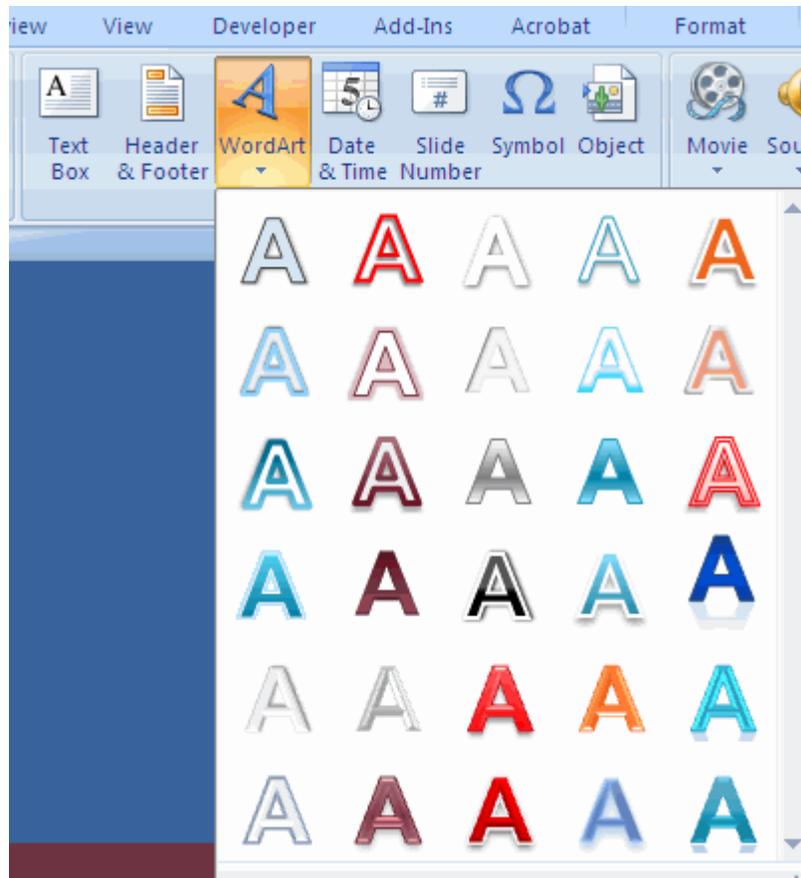
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



WordArt

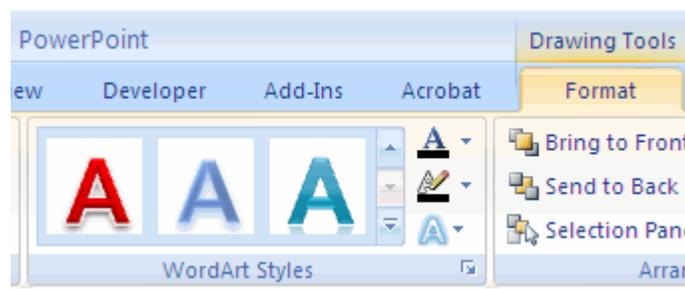
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- 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



Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. 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

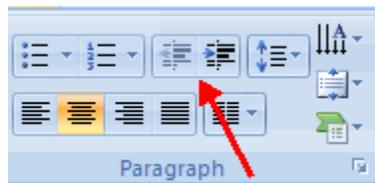
- **Justify:** Aligns text to both the left and right margins.



Indent Paragraphs

To indent paragraphs, you can do the following:

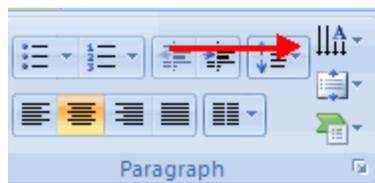
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



Text Direction

To change the text direction:

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

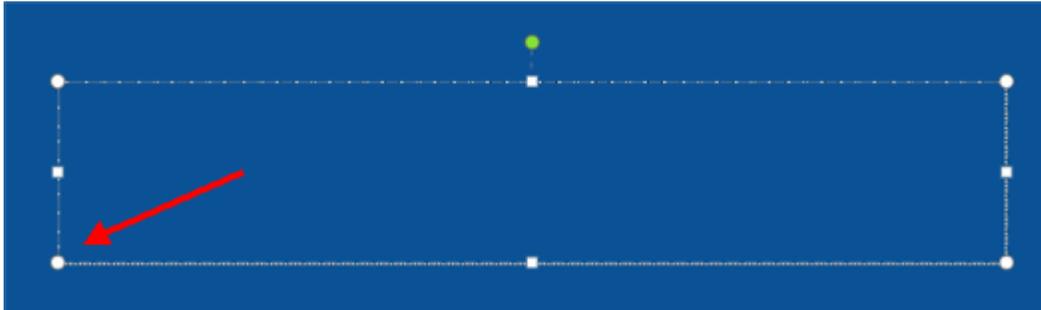


Adding Content

Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

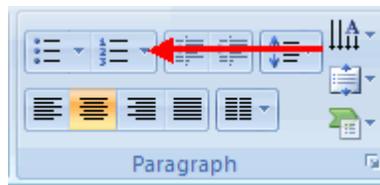


Bulleted and Numbered Lists

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



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

A nested list is list with several levels of indented text. To create a nested list:

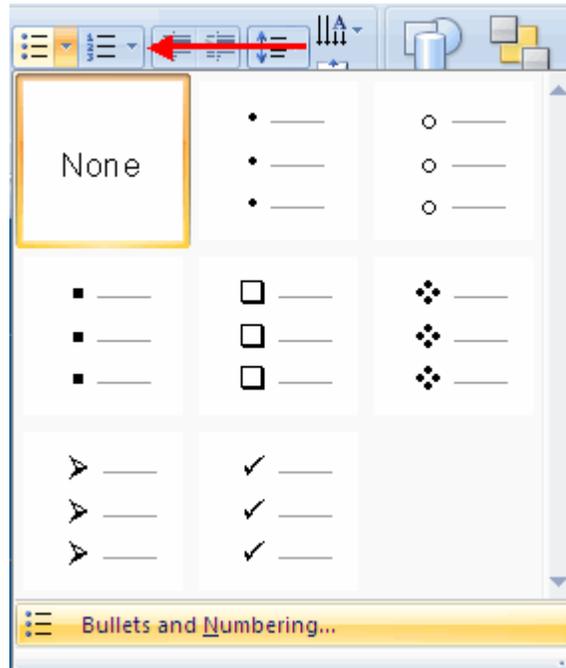
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

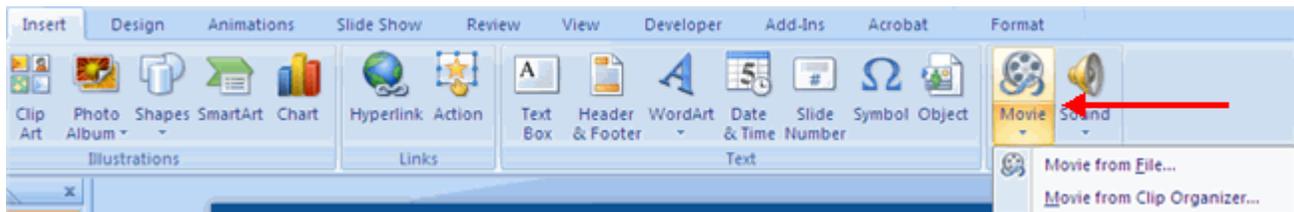
- Select the entire list to change all the bullets or numbers, or
Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



Adding Video

Video clips can be added to the presentation. 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:

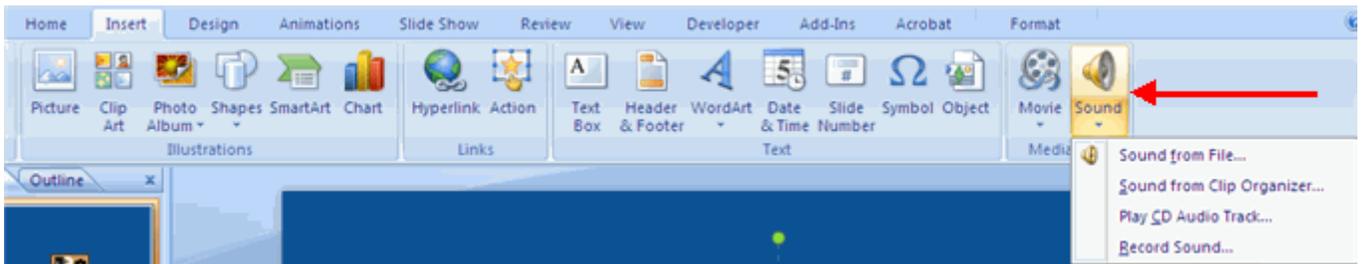
- Click the movie icon
- Click the **Format** tab



Adding Audio

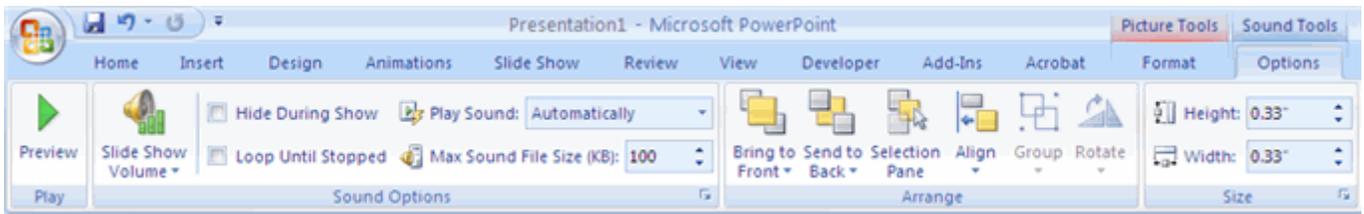
Audio clips can be added to the presentation. To add an audio clip:

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



To edit the audio options:

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

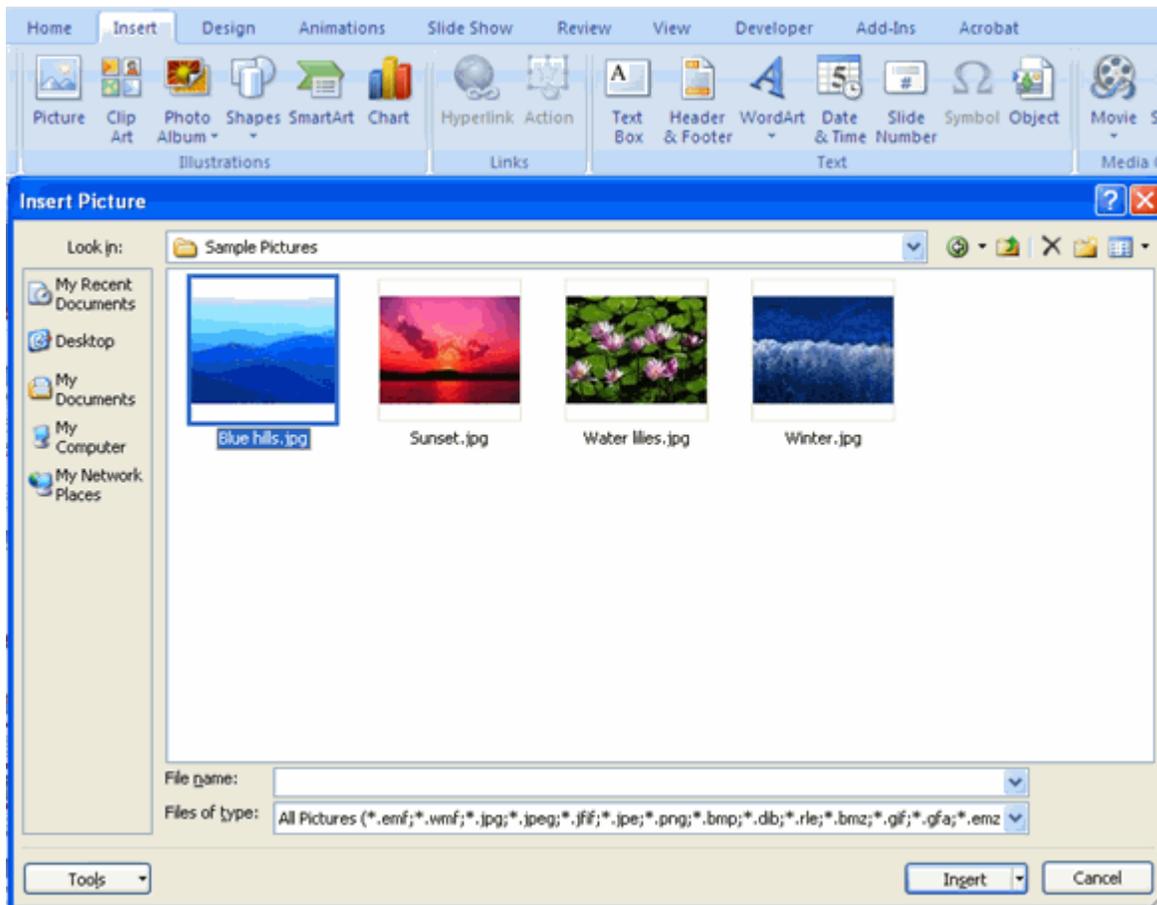


Graphics

Adding Picture

To add a picture:

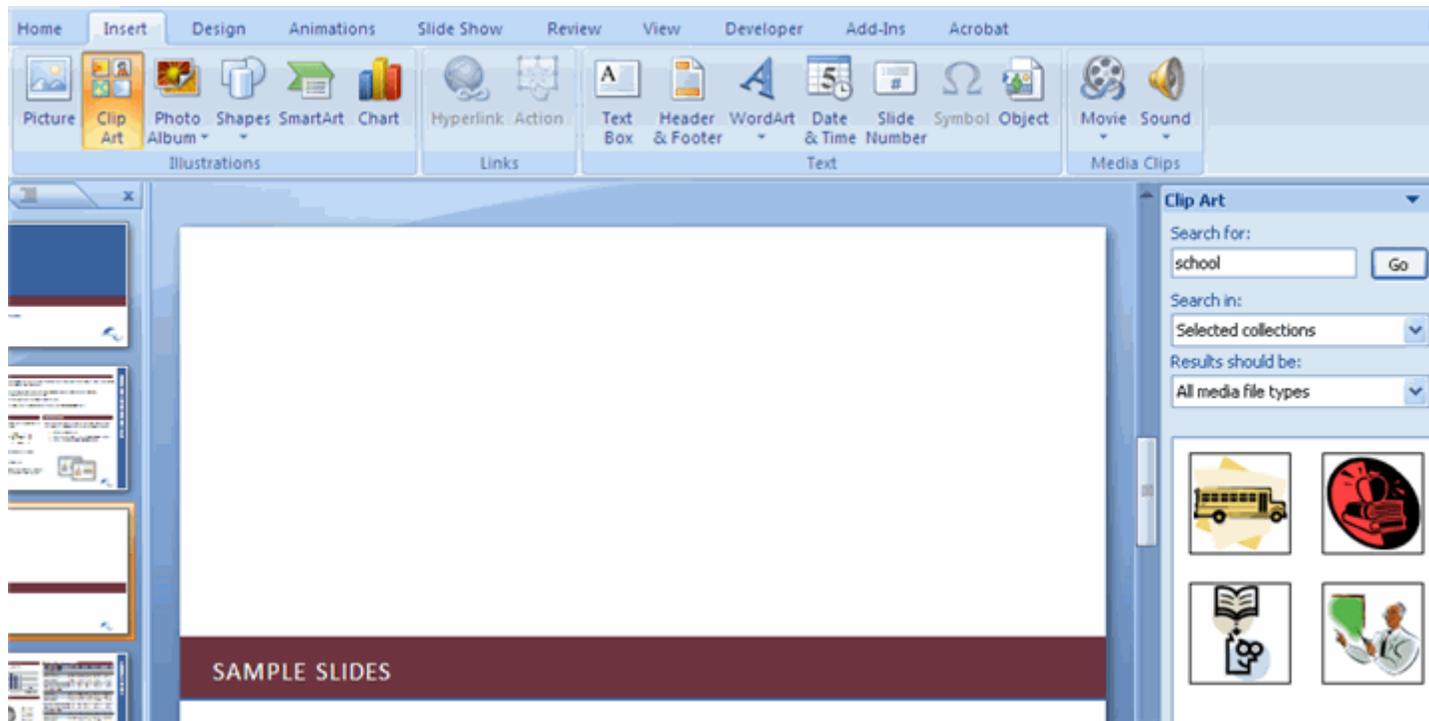
- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



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

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

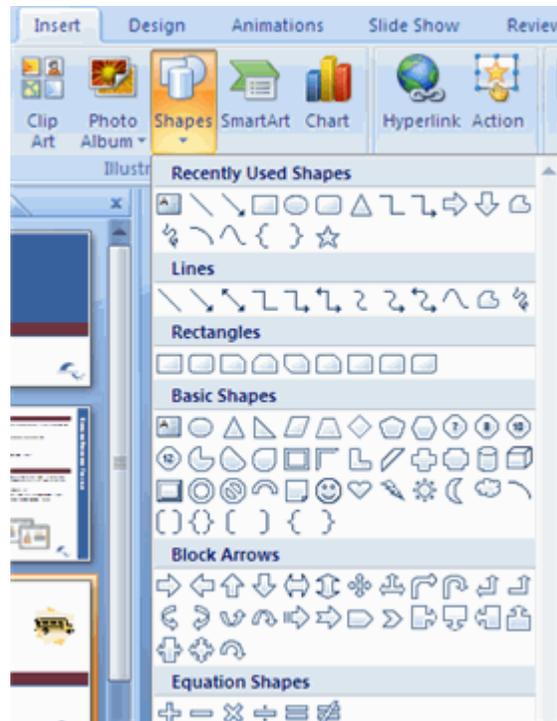
Size: Cropping and size of graphic



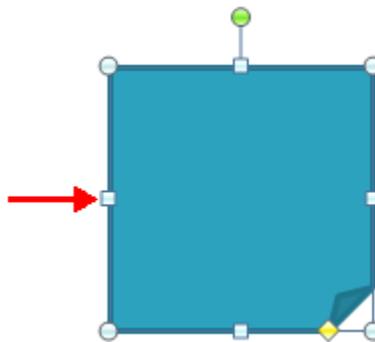
Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

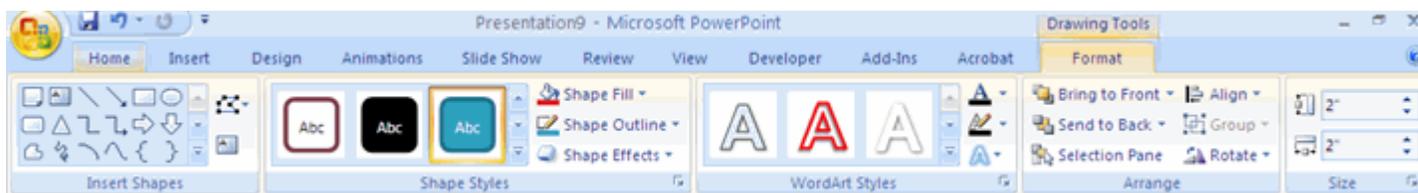


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

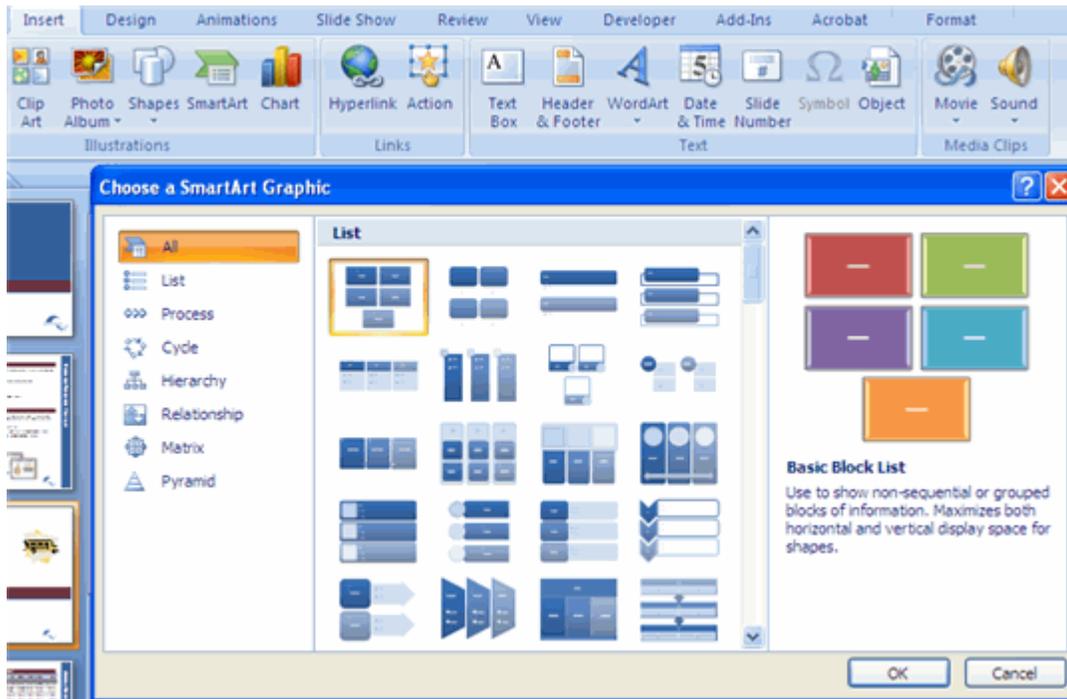
- Click the **Shape**
- Click the **Format** tab



Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

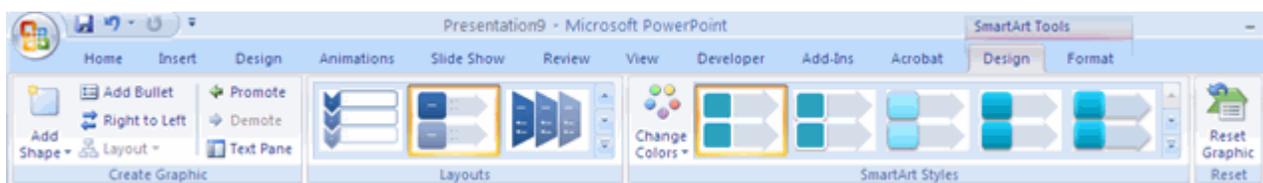
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

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

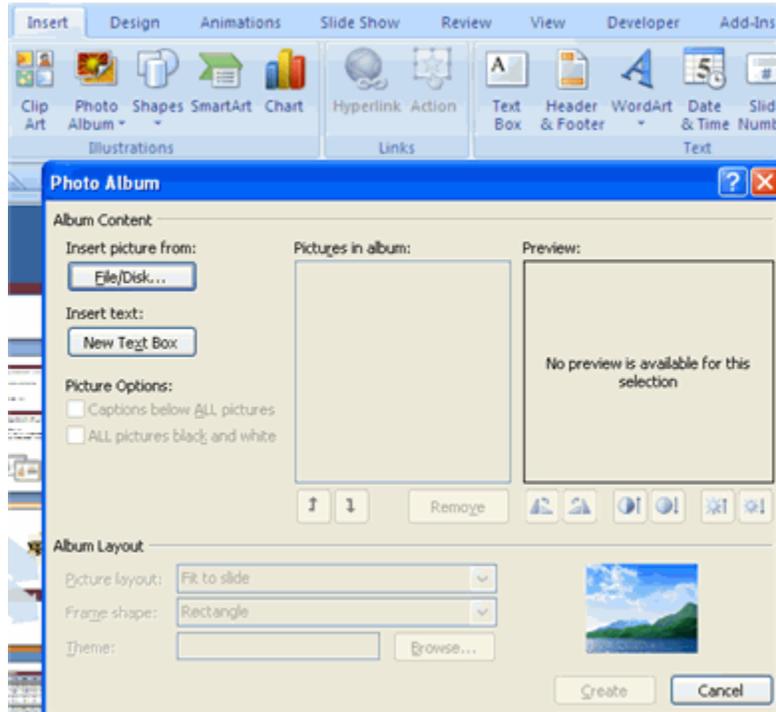


Adding a Photo Album

The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures. 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



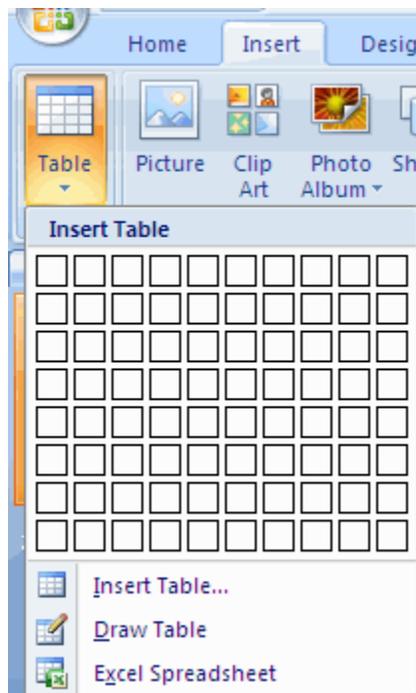
Tables

Tables are used to display data in a table format.

Create a Table

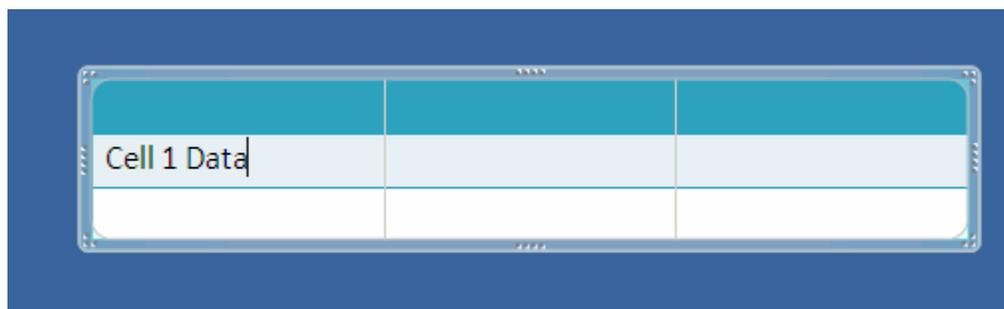
To create a table:

- 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



Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin 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**



To format a table, click the table and then click the **Layout** Tab on the Ribbon. This 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)



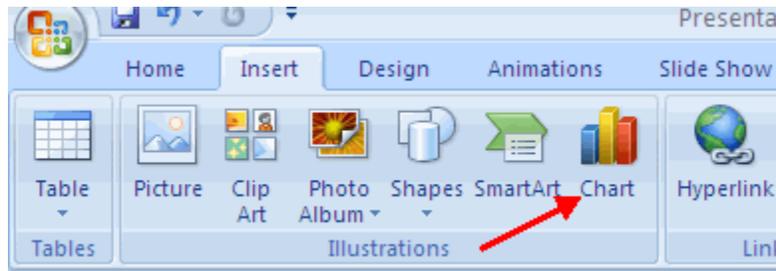
Insert a Table from Word or Excel

- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



Charts

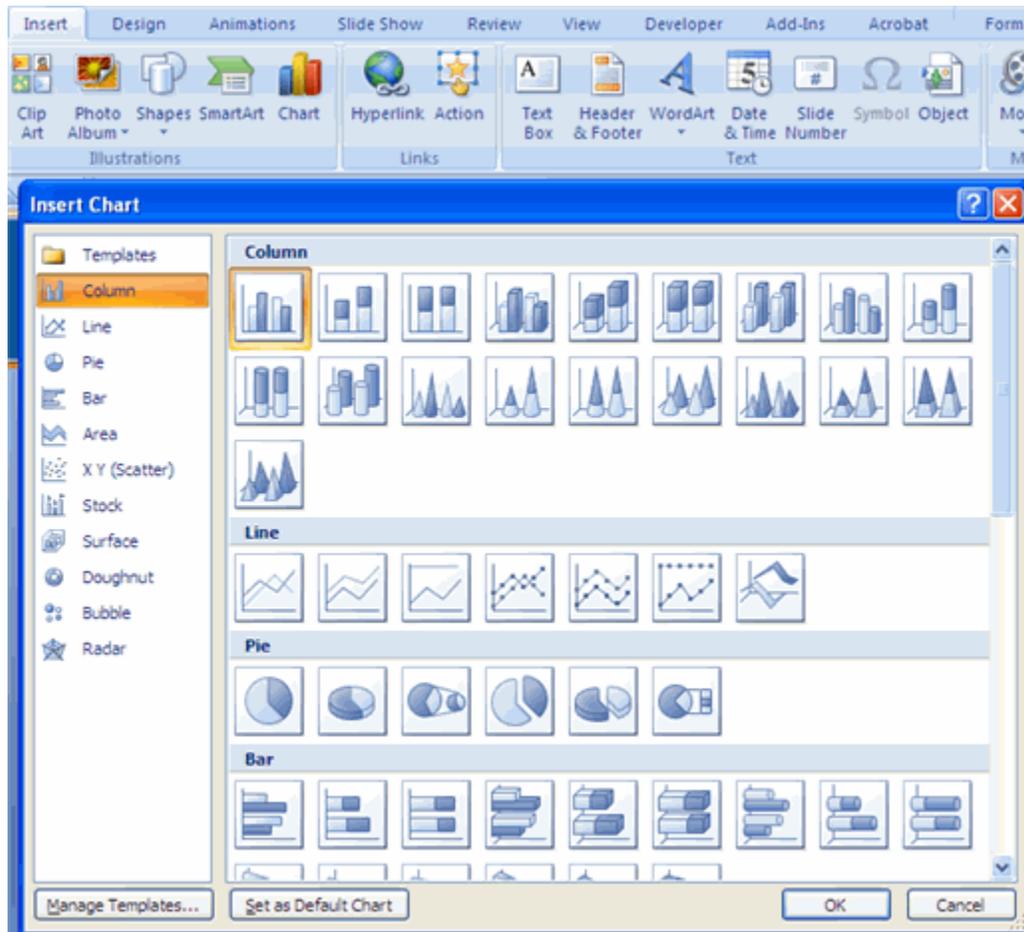
Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.



Create a Chart

To create a chart:

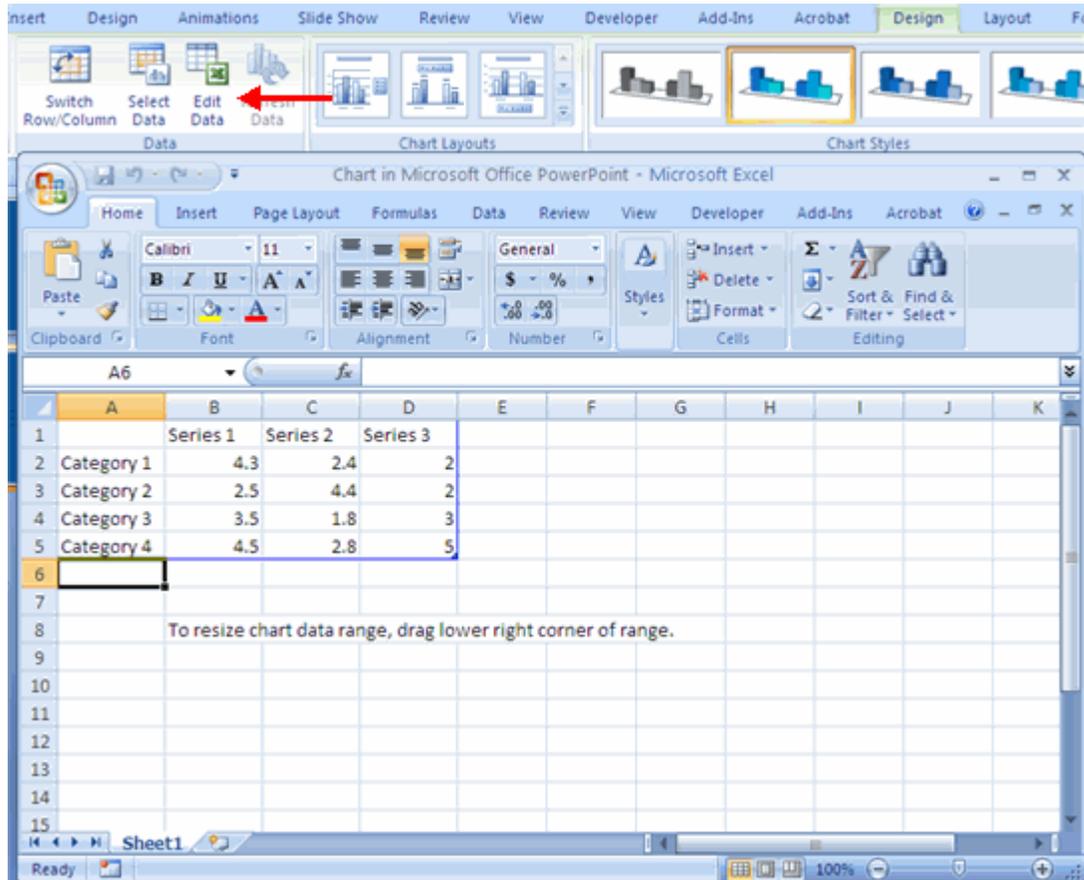
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data and Labels**



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

Once you have created a chart you can do several things to modify the chart.

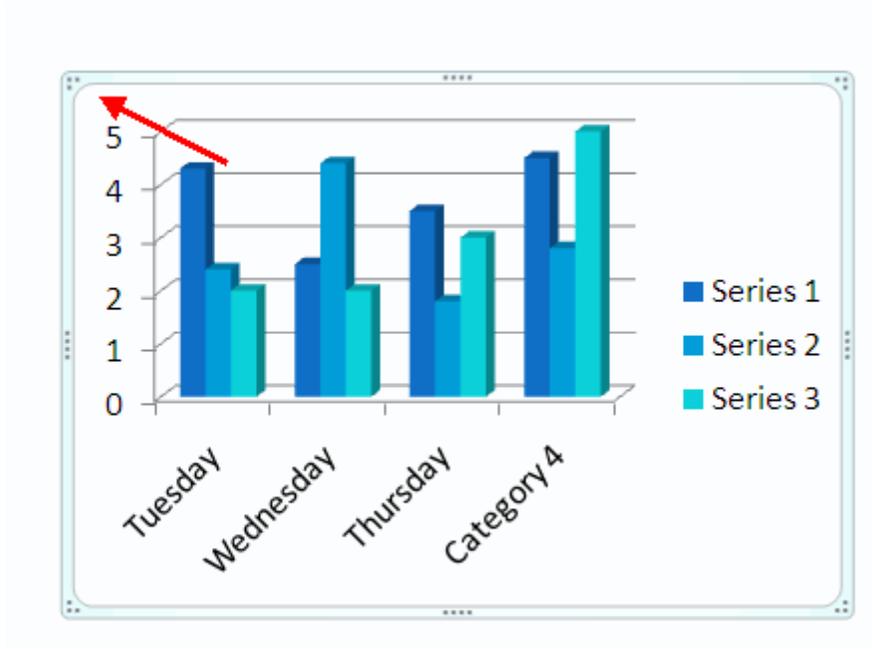
To move the chart:

- 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**



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

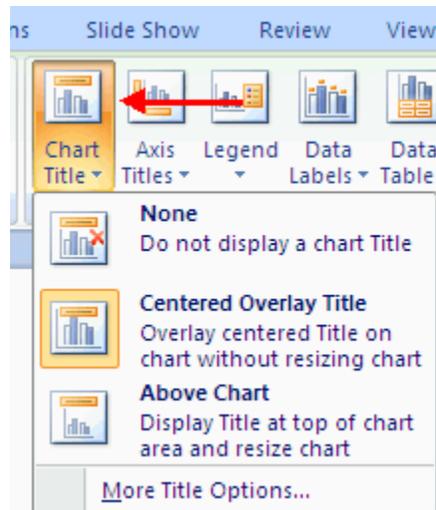


Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

Within the **Design** tab you can control the chart type, layout, styles, and location.



Within the **Layout** tab you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format** tab you can 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
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

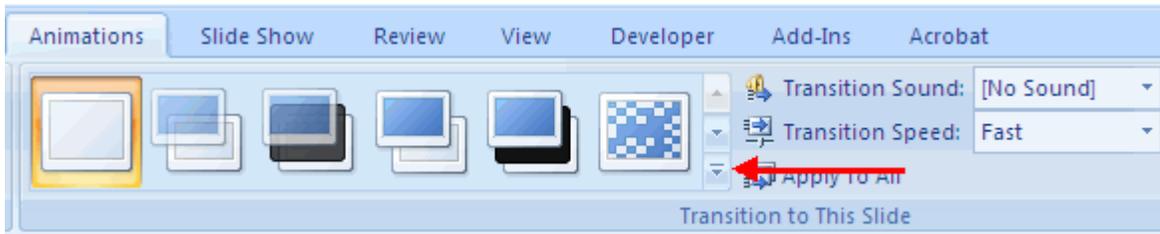


Slides Effects

Slide Transitions

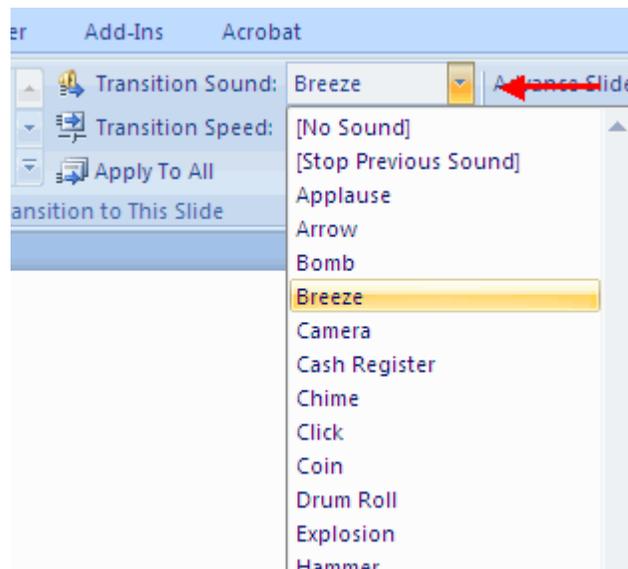
Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

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

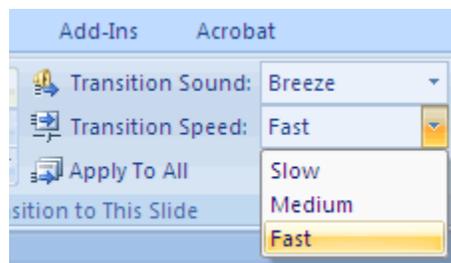


To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**



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



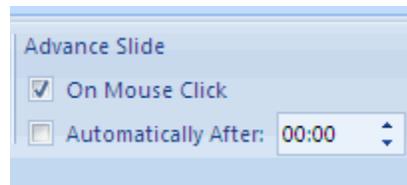
To apply the transition to all slides:

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



To select how to **advance a slide**:

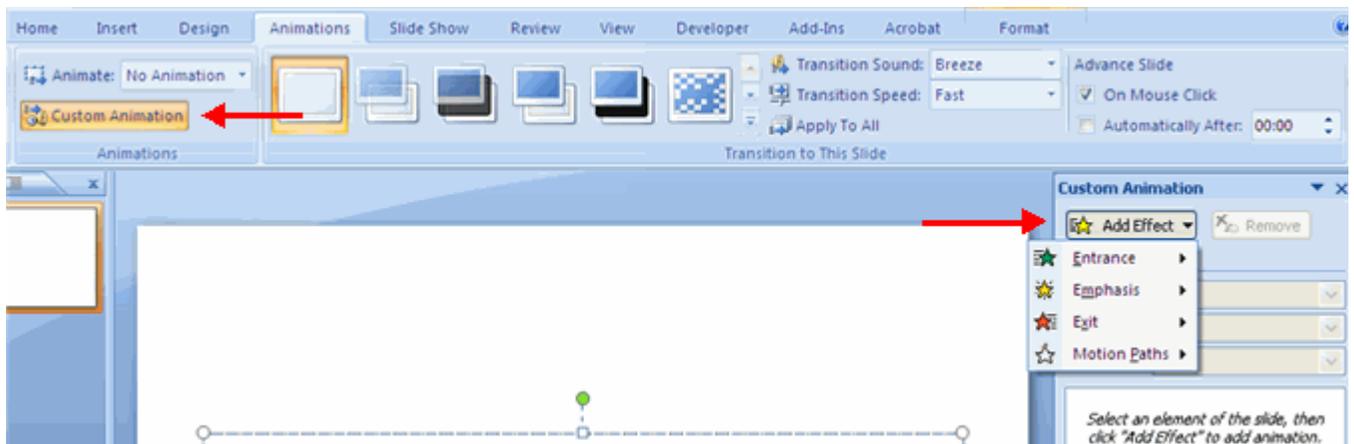
- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

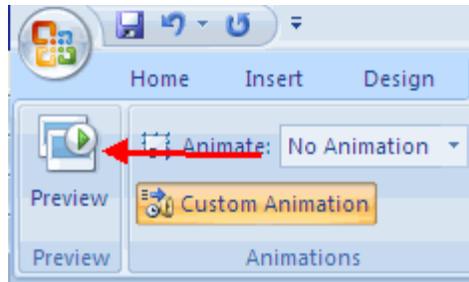
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



Animation Preview

To preview the animation on a slide:

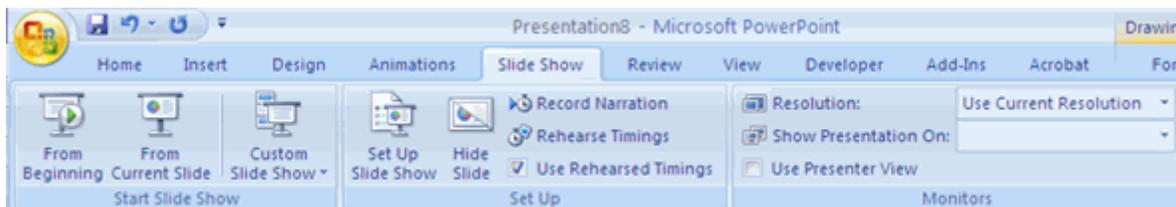
- Click the **Preview** button on the **Animations** tab



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

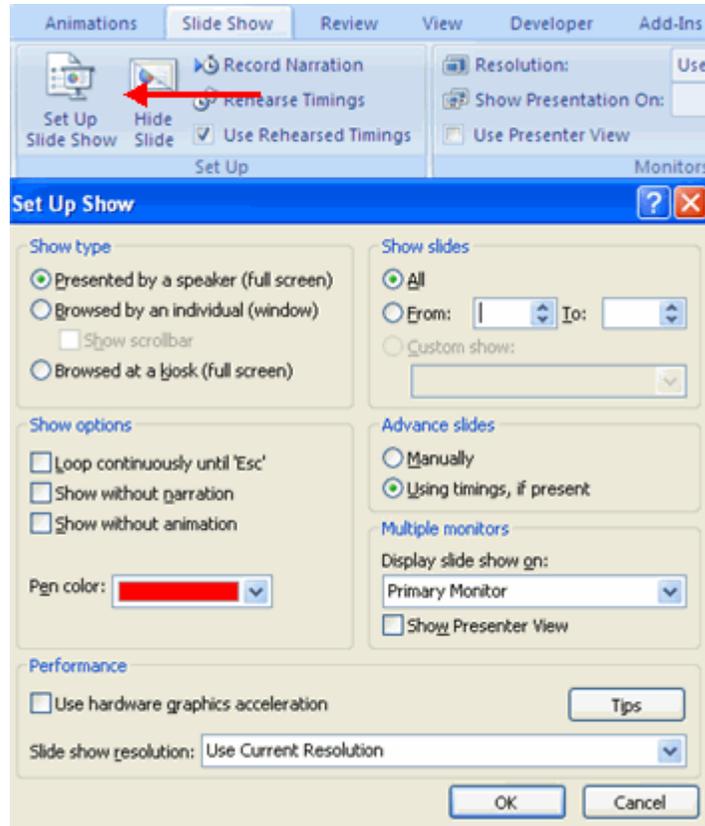
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



Set Up Slide Show

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

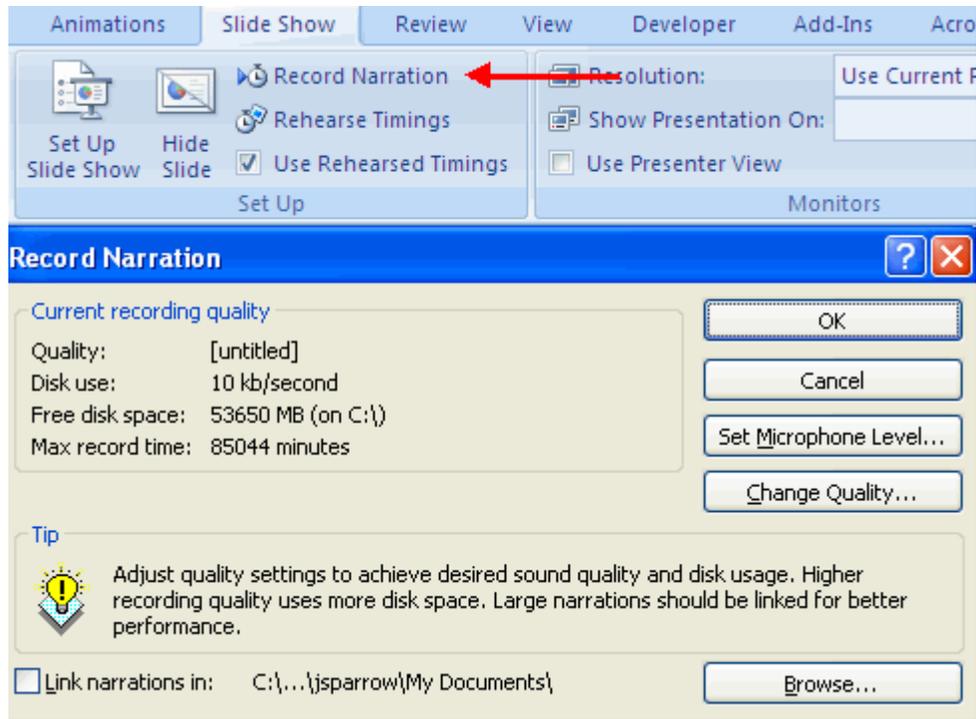
- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions



Record Narration

When you want 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

Use Rehearsed 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

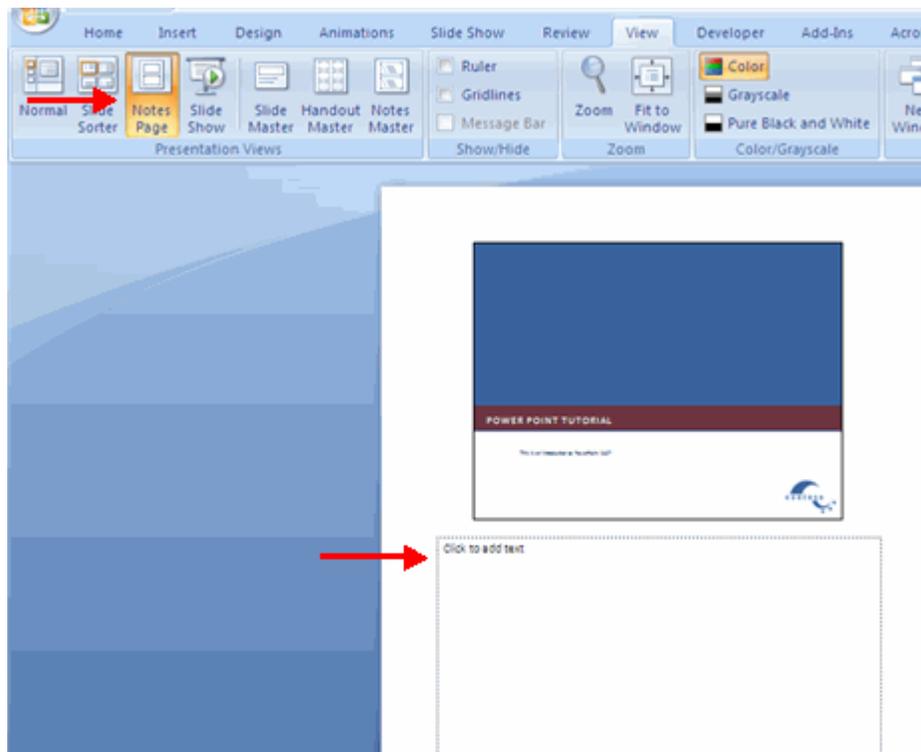


Printing

Create Speaker Notes

Speaker Notes can be added to allow you to create notes for each slide. 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



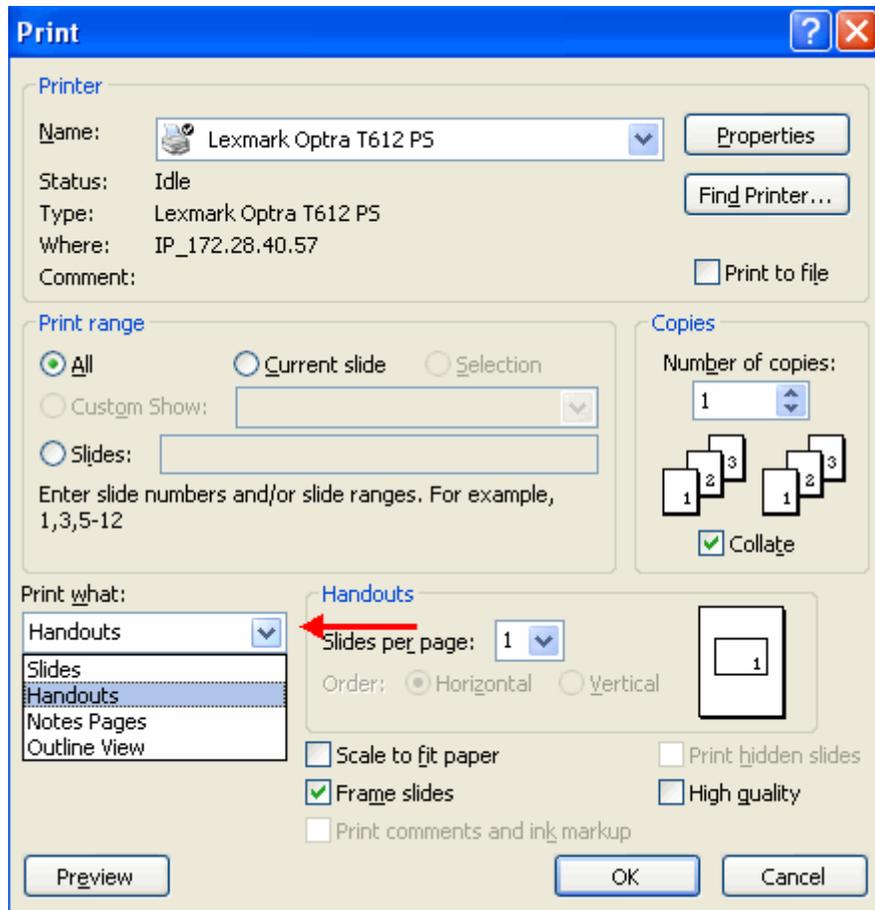
Print a Presentation

There are many options for printing a presentation. They are:

- **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

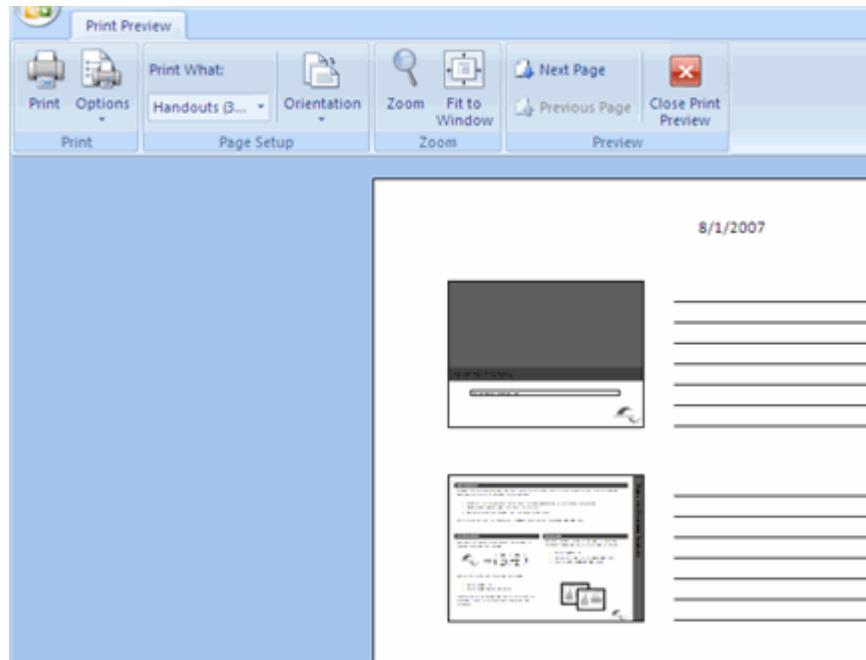
To access the print options:

- 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



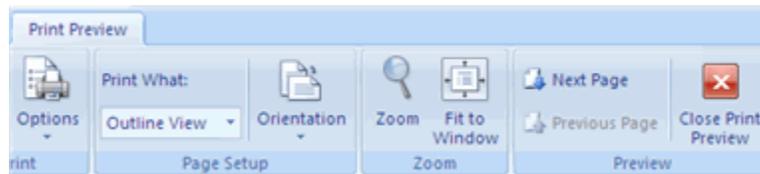
To print preview:

- 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**



To Exit Print Preview:

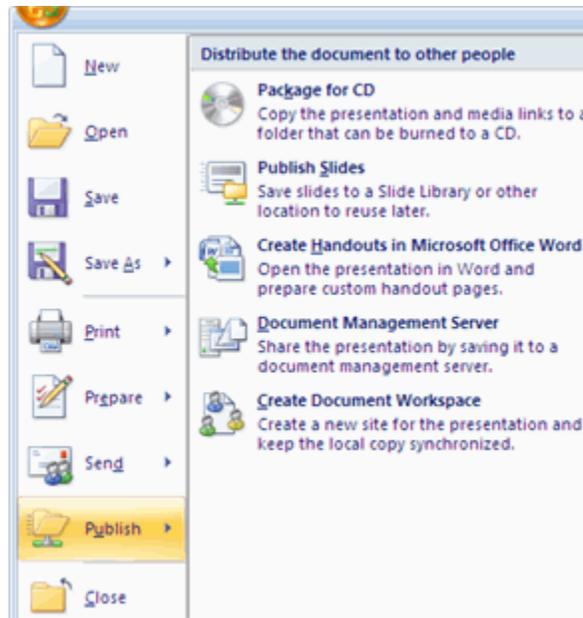
- Click the **Close Print Preview** button



Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. 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**



Tips

Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

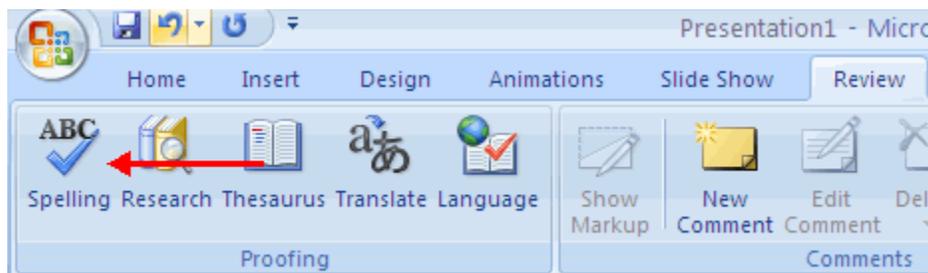
Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc)** key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab



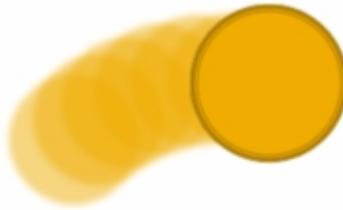
Tutorials

Exercises 1

Stacking/Overlapping/Layering Animations - Snake Trail Effect

Creating a Snake Trail using Motion Path

In this tutorial, you will learn how to create a snake trail effect using PowerPoint's Motion Path.



1. First, create an AutoShape and insert a custom path from Custom Animation.

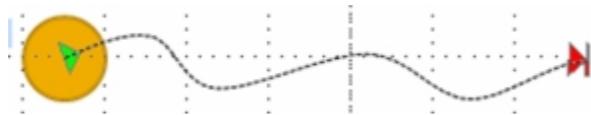


Figure 1: Motion Path > Draw Custom Path > Curve.

2. Make several copies of the original AutoShape.

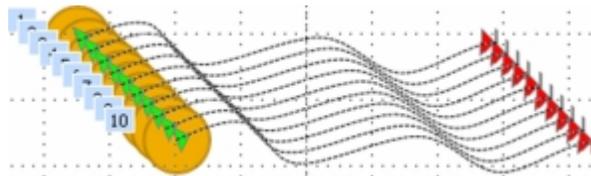


Figure 2: Make several copies.

3. Move all the AutoShapes to one area, until they cover each other up.

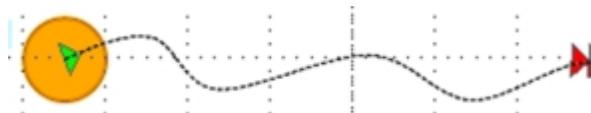


Figure 3: Stack the AutoShapes.

4. Under Custom Animation, time each AutoShape so it moves 0.1 second delay from the previous one. You can do this easily by using the advanced timeline. (Right click on the Custom Path effect, select Show Advanced Timeline.)

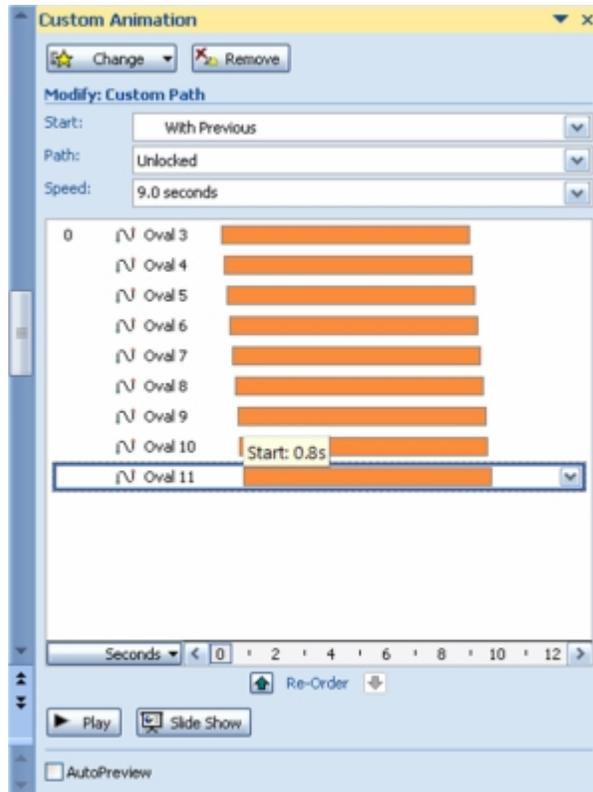


Figure 4: Add 0.1 second for successive custom path.

Exercise 2

Animations Combination - Exploding Effect

Tutorial on creating an Explode effect

In this presentation, you will learn how to create an explode effect on pictures.

1. Insert a picture either from Clip Art, File, or inserting AutoShapes.
2. Right click on the picture and click on Custom Animation.
3. Click Add Effect > Exit > Dissolve Out
4. Click Add Effect > Exit > Zoom
5. Under the Custom Animation section, modify the Zoom setting by changing Start: "On Click" to "With Previous", Zoom: "Out" to "In".
That's All!

Additional Stuff: Doesn't look realistic? Here's what you can do:

1. Click on Custom Animation again.
2. Click Add Effect > Motion Paths > Down
3. Adjust the speed so that it is of equal pace as the Explode Effect. Change the Start: "On Click" to "With Previous".
4. Right click on the Down Effect and click Effect Options.
5. Under the Settings section, uncheck Smooth end.
6. Now click on the Timing Tab.
7. Under Delay, set to 0.2 seconds. Note that this only applies if all the animations' speed is set to Very Fast. If you intend to slow down the animation, experiment with the Delay setting.
Remember that the picture should always explode first before the particles fall.

Exercise 3

Animations Combination - Leaf Motion Effect

Tutorial on creating an Leaf Motion effect

In this tutorial, you will learn how to make the motion of a leaf moving in the wind. It can be easily done with the combinations of Motion Path, Spin and Swivel Effects.

Getting a picture

1. Before we start, you will need to get a picture of a leaf (Either from Microsoft Clip Art Gallery, internet, or create one on your own).
 - * Microsoft Clip Art Gallery has a picture of leaves. Here's what you can do:
 - i. Click Insert > Picture > Clip Art.
 - ii. Search for leaf. Click Go.
 - iii. Add first one on the list.
 - iv. Notice there is a brown background at the back and an extra leaf. We just need one. We will need to remove it.
 - v. Right click on the clip art, click Grouping > Ungroup. When prompt to convert, click Yes.
 - vi. Ungroup again.
 - vii. The clip art will then be editable. Remove the unwanted ones and group the rest back.
2. Move the picture out of the slide/working area, outside of the top left hand corner.

Motion Path

1. Click on the picture. Click Slide Show > Custom Animation.
2. Under the Custom Animation Panel, click Add Effect > Motion Paths > Draw Custom Path > Scribble.
3. Draw a curve that goes from the top left to middle right. (Download the finalized ppt at the end of the tutorial to see the path.)
4. Set the Speed: "Medium" to "Slow".
5. Right click on the motion path effect and click Effect Options.
6. Under Settings, put a checkmark on "Smooth End". Click Ok.
7. We are done with the path. Now, we will move on to rotating the leaf.

Spin Effect

1. Click Add Effect > Emphasis > Spin.
2. Set the Start: "On Click" to "With Previous".
3. Right click on the Spin effect, select Timing.
4. Click on the input field of Speed. Set it to 2.5 seconds. Click Ok.
5. Lastly, create a "flipping" effect.

Swivel

1. Click Add Effect > Entrance > Swivel.
2. Set the Start: "On Click" to "With Previous".
3. Right click on the Swivel effect, select Timing.
4. Click on the input field of Speed. Set it to 2.5 seconds. Click Ok.
5. Done! If the leaf stops spinning/swiveling before it reaches the desired

destination, increase the speed of the motion path.

Exercise 4

Slide-By-Slide Animations - Traditional Countdown

Creating a simple traditional countdown in PowerPoint Presentation

In this tutorial, you will learn how to create a simple traditional countdown animation in 5 slides (I normally call it a Slide By Slide animation). This is achievable in a single slide (Stacking animation), but to reduce the difficulty, I will show you a simple one which can be editable easily at a later time.

1. First of all, make a new presentation. Right click on a blank area and click on background. Set the background to black.
2. Click on AutoShapes > Basic Shapes and select circle. Draw a big circle (preferably height: 6" and width: 6", this can be done by adjusting it in the Format AutoShape properties) on the slide.
3. Right click on the circle and click on Format AutoShape. Under the Fill section, set the color to No Fill. Under the Line section, set the color to white and weight to 8pt. Click OK.
4. Now, add a text box in the center of the circle which will allow you to type text.
5. Type "5" in the text box. Highlight the letter and set the Font to Arial and Font Size to 200. Change the font color to white.
6. Right click on the circle and click on Custom Animation. Click on Add Effect > Entrance > Wheel. If you cannot find the effect on the list, click on More Effects for the full list.
7. Modify the setting by changing the Start: "On Click" to "After Previous", Spokes: "4" to "1", Speed: "Medium" to "Fast"
8. Now we are done with the circle's entrance effect. Next, click on the "5". Click on Add Effect > Entrance > Fade.
9. Modify the setting by change the Start: "On Click" to "With Previous", Speed: "Medium" to "Very Fast".
10. Next, we will move on to the exit effect. Click on the circle, then hold down the Shift key on your keyboard and click on the "5". This will select both the circle and letter. You can also hold down Ctrl and press A to select all alternatively.
11. Click on Add Effect > Exit > Fade. You will now see two exit animations added to the Custom Animation list.
12. Click on the first exit effect, where the Start: is showing "On Click". Change the Start: "On Click" to "After Previous", Speed: "Medium" to "Very Fast".
13. Click on the second exit effect in the Custom Animation. Change the Speed: "Medium" to "Very Fast".
14. Now right click on a blank area and click on Slide Transition.
15. Under the Advance slide, uncheck "On mouse click" and check "Automatically after".
16. Now under the Slides menu, you will see a Slide number 1. Right click and click on Copy, or hold

down Ctrl and press C to copy this slide.

17. Now right click on a blank area and click Paste. Repeat this step 3 times.

18. Now change "5" at the second slide to "4", third slide to "3" and so on.

19. You are now done with the Traditional Countdown. Feel free to go back to the first slide and view it in a Slide Show by holding down Shift key on your keyboard and press F5.

Exercise 5

Stacking/Overlapping/Layering Animations - Blasting Effect

Tutorial on creating a blast effect

In this tutorial, you will learn how to create a cool blasting effect on objects.

1. Let's start by creating a WordArt.
2. Click Insert > Picture > WordArt.
3. Type in some words and click Ok.
4. Now, duplicate a copy of the WordArt. Right click on the WordArt, click Copy.
5. Right click on the slide and click Paste.
6. Leave the duplicate copy alone first.

Original WordArt

1. Click on the original WordArt, click Slide Show > Custom Animation.
2. Click Add Effect > Emphasis > Grow/Shrink.
3. Set the Size: "150%" to "Custom 120%".
4. Right click on the Grow/Shrink effect, click Effect Options.
5. Set the Speed: "Medium" to "0.3 Seconds".
6. Put a checkmark on Auto Reverse. This allows the WordArt to shrink back after expanding. Click Ok.

Duplicated WordArt

1. Click on the duplicated WordArt now.
2. Click Add Effect > Emphasis > Grow/Shrink.
3. Set the Start: "On Click" to "With Previous". Set the Size: "150%" to "Custom 200%". Set the Speed: "Medium" to "Very Fast".
4. Click Add Effect > Exit > Fade.
5. Set the Start: "On Click" to "With Previous". Set the Speed: "Medium" to "Very Fast".
6. Right click on the Grow/Shrink effect, click Timing. Set the Delay: "0 seconds" to "0.2 seconds".
7. Click Ok.
8. Move the duplicated WordArt over the Original WordArt so that they overlap each other nicely.

* Be sure to test around with different settings to obtain different impact.

Exercise 6

Stacking/Overlapping/Layering Animations - Spiral Effect

Tutorial on Spiral Effect for Text

I have experimented many ways to create a spiral effect on text. This requires the overlapping technique. The simplest way is to make use of Pinwheel Entrance effect to do the job, while the best way to create the most realistic impact is to have combination of different effects. The drawback on creating spiral effect is that it only works well on high-end computers, while on older computers, you may experience [retrograde](#) effect. The best solution is to keep the text small. In this tutorial, you will learn the simple way of creating a spiral animation by making use of the Pinwheel Entrance effect. On the other hand, if you are interested in trying out the harder ways, feel free to download the PowerPoint file.

1. Click on the textbox button, then click on a blank area within the slide and drag horizontally so that the textbox is wide enough for us to animate.
2. Now, type some text in the textbox.
3. Then click Format which can be found in the menu bar. Click Alignment > Distributed.
4. Right click on the text and click on Custom Animation.
5. Click Add Effect > Entrance and click on More Effects.
6. Under the Exciting section, click on Pinwheel (The speed should be Medium by default while the Animate Text setting under Effect Options should be All at once).
7. Right click on the border of the text so that it allows you to copy the textbox. Click Copy.
8. Now Right click and select Paste. Repeat this step 3 times. This makes a total of 5 textboxes appearing on the slide.
9. Now, move and adjust all the textboxes so that all of them overlap one another perfectly so that it looks as if there is only one textbox on the slide.
10. Modify the second, third, fourth and fifth Pinwheel effect setting by changing the Start: "On Click" to "With Previous".
11. Now right click on the second Pinwheel effect and click on Effect Options.
12. Click on the Timing tab and set the Delay to 0.1 seconds. Click OK. Repeat this step for the third, fourth and fifth Pinwheel effect, but add an additional 0.1 seconds to the next one. For example: 0.2 for the (third Pinwheel effect), 0.3 for the (fourth Pinwheel effect).

Exercise 7

Stacking/Overlapping/Layering Animations - Translucent Fading

Tutorial on Fading a picture to translucent

Scenario #1: You wanted to fade in a picture, but not completely. You wanted the picture to fade from 0% until 50% and stops at there.

Solution to fading a picture to translucent (Entrance)

The solution to fading in from 0% to 50% is simple, but depending on what are you fading. As far as I know, the Emphasis (Transparency) animation will never work because it makes an object translucent/transparent **immediately**. Even if you combine it with Entrance (Fade) or Exit (Fade) animations, the effect will not work effectively. Do take note that this tutorial does not apply to animating the text.

For AutoShapes:

1. Right click on the AutoShape you want to fade in.
2. Click on Format AutoShape to bring up the AutoShape's properties.
3. Under the Fill section, adjust the Transparency setting to Transparency: "50%" or any other values depending on how translucent you want the AutoShape to be during the fade in.
4. Click OK.
5. Right click on the AutoShape and click on Custom Animation.
6. Click Add Effect > Entrance > Fade. Adjust the Start and Speed of your choice.

For Pictures:

1. There are two ways that you can go about it.
 - 1) Using a graphics editing program such as Adobe Photoshop. Or
 - 2) Making use of PowerPoint Picture Tool.For this one, I will go through the Picture Tool method. Note that this method is not the best solution and may not work on all pictures.
2. Insert the picture.
3. Click on the picture to bring out the Picture Tool. If the Picture Tool doesn't come out, click on View > Toolbars > Picture.
4. Adjust the Color setting, which is the second icon in the Picture Tool. Set it to Washout.
**Alternately, you can double click on the picture to bring up the Format Picture menu, under Picture tab, set the brightness to 90% and contrast to 10%.*
5. Right click on the picture and click on Custom Animation.
6. Click Add Effect > Entrance > Fade. Adjust the Start and Speed of your choice.

Scenario #2: You wanted to fade out a picture, but not completely. You wanted the picture to fade from 100% until 50% and stops at there.

Solution to fading a picture to translucent (Exit)

The solution for this one is slightly harder as compared to the first one. But this method works perfectly for AutoShapes, pictures and text.

For AutoShapes:

1. After making an AutoShape, right click to copy and paste a duplicate AutoShape.
2. Now, there will be two similar AutoShapes, where one will be stacking on the other.

3. Right click on the AutoShape that is on top and click Custom Animation.
4. Click Add Effect > Exit > Fade. Adjust the Start and Speed of your choice. By doing so, you will see the original image when the duplicate image fades out.
5. Now, right click on the AutoShape that is on the bottom (the one being stacked, which is also the original image) and click Format AutoShape.
6. Under the Fill section, adjust the Transparency setting to Transparency: "50%" or any other values depending on how translucent you want the AutoShape to be after the fade out.
7. Adjust the AutoShapes so that they will place on top of one another perfectly.

For Pictures and text:

1. After insert the picture or adding the text, right click to copy and paste a duplicate of it.
2. Now, there will be two similar pictures/text, where one will be stacking on the other.
3. Right click on the picture/text that is on the bottom (the one being stacked, which is also the original image/text) and click Custom Animation.
4. Click Add Effect > Emphasis > Transparency.
5. Modify the Start: "On Click" to "After Previous", so that the bottom picture/text will become translucent right at the start of the presentation.
6. Adjust the Amount: "50%" to any other values depending on how translucent you want the picture/text to be after the fade out.
7. Next, right click on the picture/text that is on top and click Custom Animation.
8. Click Add Effect > Exit > Fade. Adjust the Start and Speed of your choice. By doing so, you will see the original image/text when the duplicate image/text fades out.
9. Adjust the pictures/text so that they will place on top of one another perfectly.

Where to apply this:

- When you want to fade out a list of bulleted points one by one after you have presented the points.
- When you want to show a series of pictures, while presenting on them one by one.

Assignment

Assignment 1

Creating A Text Box

1. Go to Insert > Text>Choose Text Box
2. Click anywhere to place your text on the slide.
3. Type the required text immediately in the text box.
4. When you have finished typing the text, click anywhere outside the placeholder area.
5. Insert these text on page 9. Save the file.

A day is the length of time that it takes a planet to rotate on its axis (360°). A day on Earth takes almost 24 hours. The planet with the longest day is Venus; a day on Venus takes 243 Earth days. (A day on Venus is longer than its year; a year on Venus takes only 224.7 Earth days).

The planet with the shortest day is Jupiter; a day on Jupiter only takes 9.8 Earth hours! When you observe Jupiter from Earth, you can see some of its features change.

Text 1

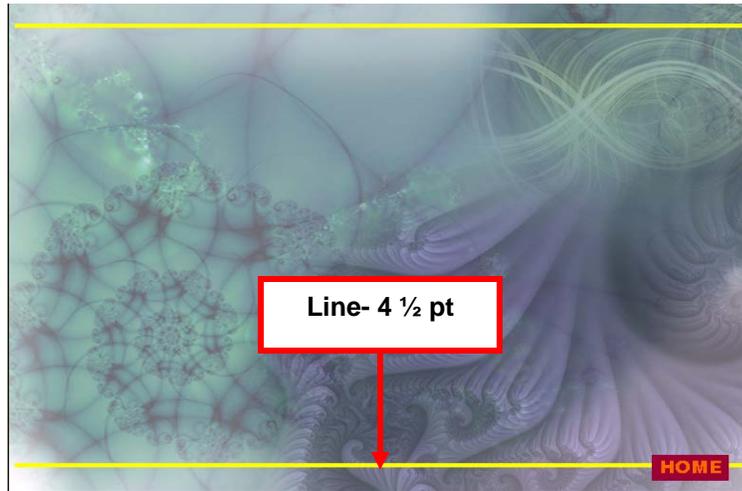
As the planets orbit the Sun, they travel at different speeds. Each planet speeds up when it is nearer the Sun and travels more slowly when it is far from the Sun (this is Kepler's Second Law of Planetary Motion).

Text 2

Assignment 2

Customizing Slide Master

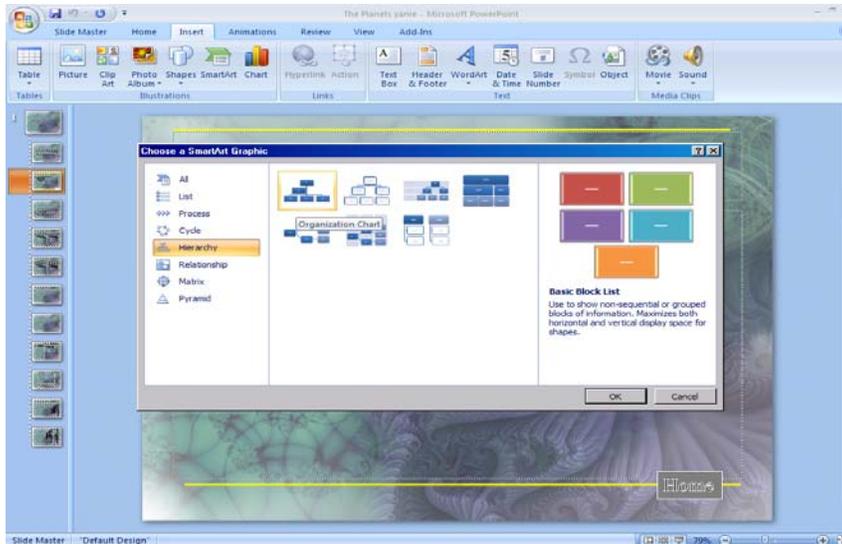
1. Open The Planets.ppt.
2. Go to View>Presentation View>Choose Slide Master
3. You may change the Slide Master Title, Footer, Header, Page Number and other available features in this Slide Master View.
4. Create this page on slide master.



Assignment

Creating An Organization Chart Using Smart Art Tools

1. Open The Planets.ppt file. On page 9, click Insert > New Slide menu.
2. Go to Insert>Illustration>Choose Smart Art
3. Click to Hierarchy then select the organization chart.



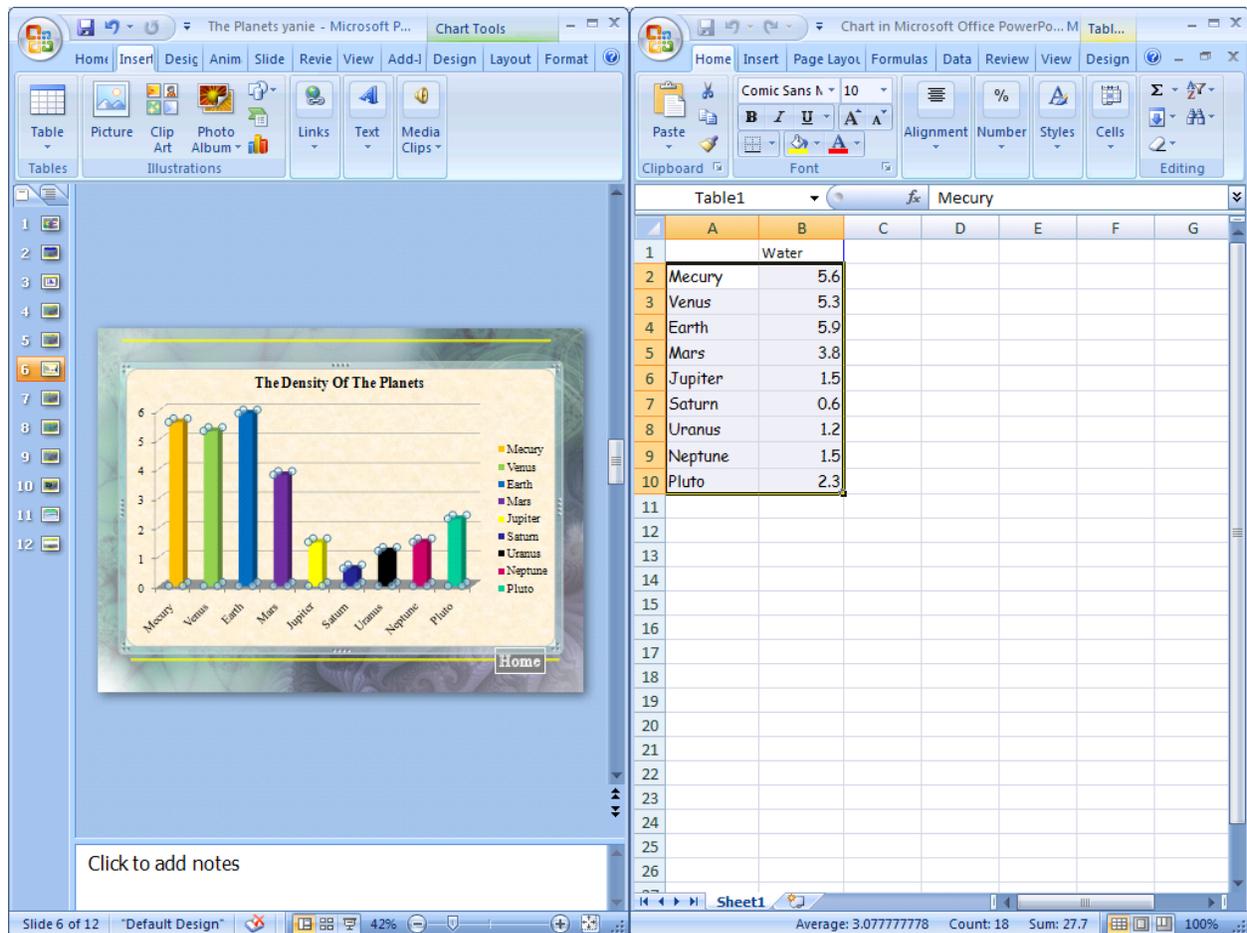
4. Type in your chart title as "The Planets"
5. You may change the font format to your title.
6. You may change the Font, Font Style and Size.
7. Do as describe below



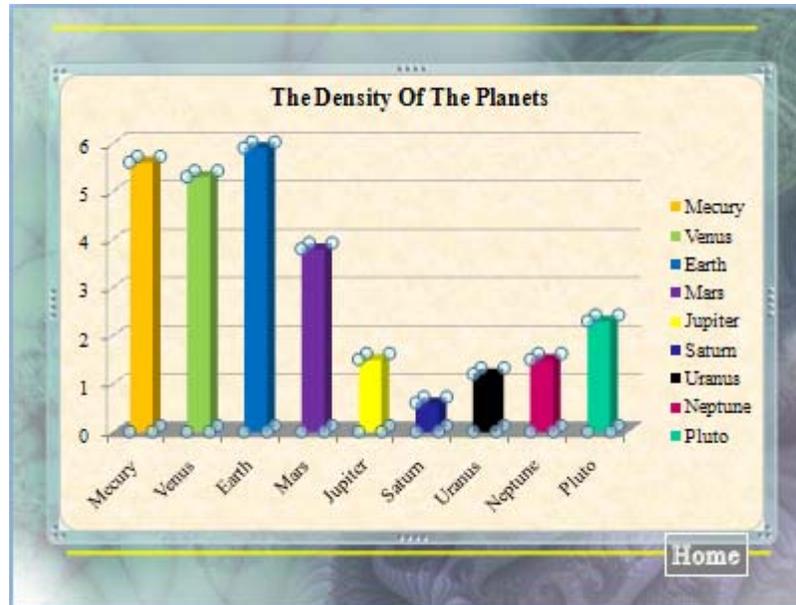
Assignment

Inserting Chart to the slide

1. Open The Planets.ppt file.
2. Go to Insert>Illustration>Choose Chart
3. Select the Chart as you want. In this assignment choose Column (3-D Clustered Column)
4. The Sample of Data sheet and graph components appear on the slide
5. Select all the ranges in the sample data. Delete the sample data given.
6. Type this new data in the Datasheet. Click on the Datasheet to activate it.
7. Press at a corner of the Datasheet and drag the mouse to enlarge the spreadsheet.
8. Add any data to the next row and column. Click Close button on the right-top corner of the Datasheet. Save the file.

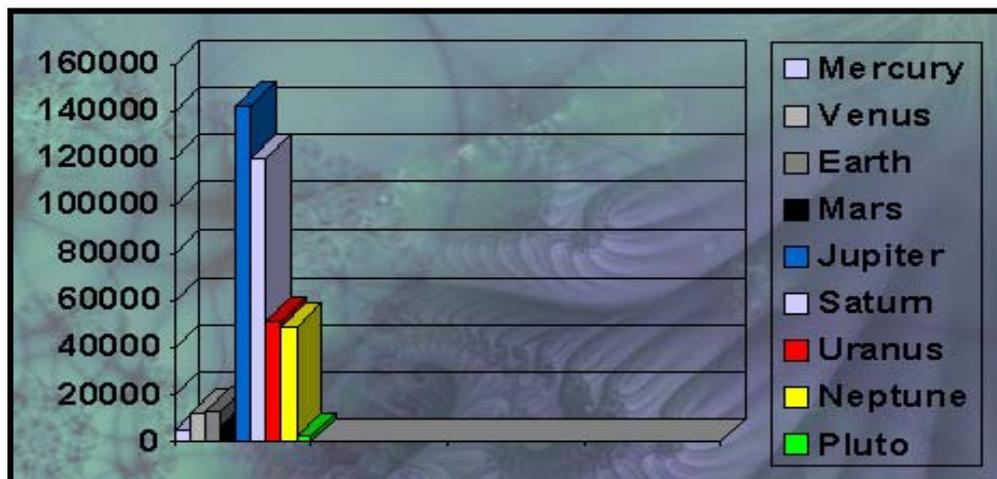


9. The results



Assignment

1. Open the application of PowerPoint. Click on page 3 of The Planets.ppt.
2. Click Insert Chart icon on the toolbar .
3. The datasheet and graph components will appear.
4. Delete data provided in the datasheet.
5. Click a cell of data sheet.
6. Click Paste icon on the toolbar.
7. The importing data is inserted in the datasheet.
8. Edit the data until you get this chart as the result.



Assignment

Using Word Art

1. Open The Planets.ppt file.
2. Go to Insert > Text > Choose Word Art
3. The WordArt Gallery dialog box will appear.
4. Select the WordArt Style you want to use.
5. Type in the text in the Your Text Here area as follow

1		Page 1	2		Page 2
3					Page 4
4					Page 4
5					Page 5
6					Page 5
7					Page 7
8					Page 7
9					Page 9
10					Page 9

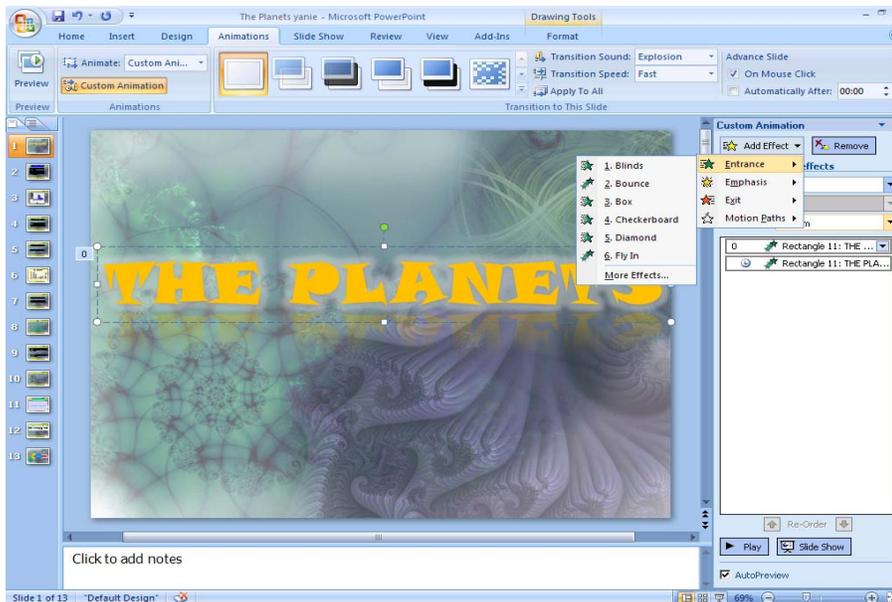
Assignment

Animation

1. Open Planet.ppt then go to slide 1.
2. Choose Word Art and type in "The Planets". And also Present By "Who"
3. Highlight the text then go to Format > Word Art Style then modify the title as describe below.



4. Insert Slide Transition > Go to Animation > Transition to this slide > Choose Wheel Clockwise
5. Insert Sound > Go to Animation > Transition Sound > Choose any sound. (in this tutorial chose bomb)
6. Change Transition speed from fast to medium.
7. To add the animation effect, highlight the text then go to Animations Tools > Choose Custom Animation.
8. Dialog box for custom animation will appear as describe below.



- 9.

10. Then Click Add Effect > Entrance > Fly in
Change -> Start : With Previous
Direction : From Left
Speed : Medium
11. Click Add Effect > Entrance>Bounce
Change -> Start : After Previous
Speed : Medium
12. Highlight the text Present By then add effect. Go to Add effect > Entrance > Swivel
Change -> Start : After Previous
Direction : Horizontal
Speed : Very Slow
13. To add sound effect go to Animations Toolbar> Slide Transition > Sound. In this assignment choose Explosion.
14. Save file and view show.

Go to Slide 2 (The step almost same as slide 1)

1. Insert Slide transition then choose Shape Circle type.
2. Highlight title "INTRODUCTION" then Add effect > Entrance> Fly in
Change : Start : with previous
Direction : From left
Speed : Medium
3. Highlight first paragraph>Add effect>entrance > Fade
4. Highlight second paragraph > Add effect> entrance >Fade
5. Highlight third paragraph > Add effect> entrance >Fade
6. You can add sound effect if you want.

Slide 4 (The step almost same as slide 1)

7. Insert Slide transition then choose Strips Right Up.
8. Highlight title "RELATIVE SIZE OF PLANET AND SUN" then Add effect > Entrance > Center Revolve
9. Highlight first paragraph for "RELATIVE SIZE OF PLANET AND SUN">Add effect>Entrance>Checkerboard
10. Highlight first paragraph for "inner planet vs outer planet" > Add effect>Entrance>Fly in
Change Direction : From bottom-left
11. Highlight second paragraph for "inner planet vs outer planet" > Add effect>Entrance>Fly in
Change Direction : From bottom-left
12. Highlight third paragraph for "inner planet vs outer planet" > Add effect>Entrance>Fly in
Change Direction : From bottom-left
13. You can add sound effect if you want.

Notes :-

Do the same step for the rest of slide. Add any animation effect, slide transition, sound, text effect or others effect that suitable as you want .Use your creativity to make your presentation more interesting and attractive.

Menghasilkan Animasi Laluan

1. Selain daripada kesan animasi yang sedia ada, Microsoft PowerPoint juga menyediakan kemudahan untuk membolehkan anda membina animasi ciptaan sendiri berdasarkan konsep animasi laluan atau path animation.

2. Bina satu fail baru dengan menggunakan kemudahan Blank Presentation.

3. Lukiskan sebarang objek atau taipkan sebarang teks atau import imej/Clipart ke dalam skrin.

4. Aktifkan imej tersebut dan tekan butang Add Effect dari tettingkap Custom Animation (pada Task Pane).

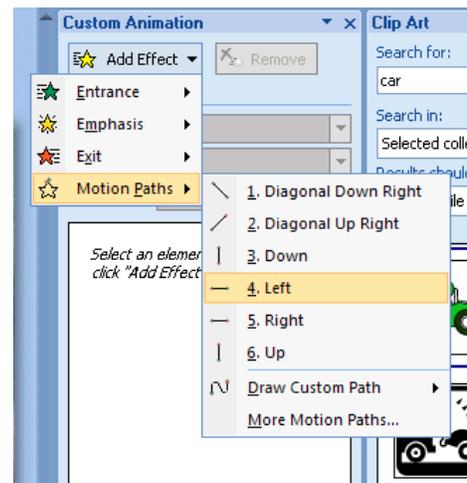


5. Pilih kesan khas dari kategori Motion Paths dan kemudiannya arah pergerakan atau laluan animasi yang diinginkan (misalnya dalam contoh ini, arah Left telah dipilih).

6. Hasilnya, satu animasi laluan akan diintegrasikan kepada imej tersebut. laluan diwakili dengan arah pergerakan atau laluan yang telah dipilih.

7. Tekan butang Play dan lihat kesannya pada paparan slaid anda.

8. Selain daripada memilih arah laluan yang telah disediakan oleh Microsoft PowerPoint, anda juga boleh menetapkan sendiri laluan yang diinginkan dengan menggunakan kemudahan Draw Custom Path.



9. Dalam contoh ini misalnya, laluan baru bagi imej telah dibentuk dengan menggunakan kemudahan Draw Custom Path > Line.

10. Apabila pilihan tersebut dipilih, gerakkan tetikus pada slaid dan lukiskan garisan atau line yang diperlukan sebagai laluan animasi yang ingin dibentuk.



Garisan dilukiskan di atas skrin sebagai laluan imej. Satu animasi laluan bagi imej akan dihasilkan.

