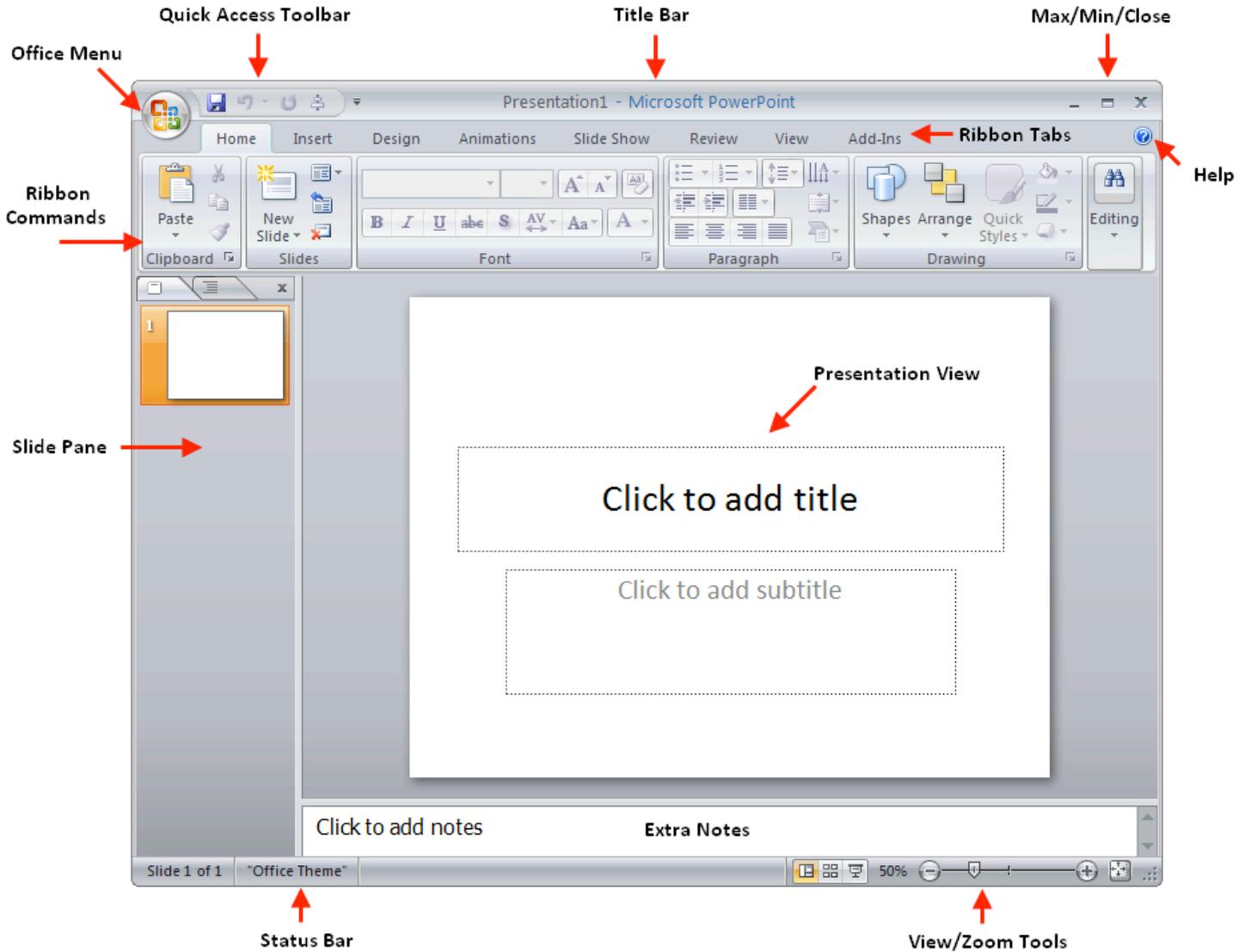


# PowerPoint

## Quick Reference

### The PowerPoint Screen

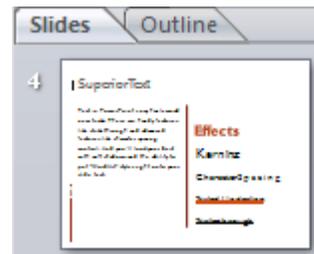


### PowerPoint's Views

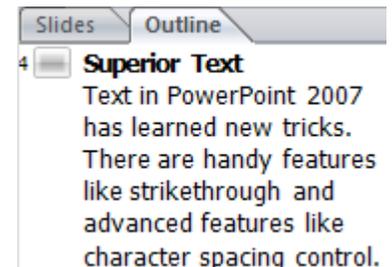
- 
**Normal View**  
 Pictured above, it shows the Slide/Outline Pane on the left. The main part of the window shows the current slide view.
- 
**Slide Sorter view**  
 Shows a thumbnail image of each slide. Click and drag a slide wherever you want and the presentation will update.
- 
**Start Slideshow**  
 Starts the slide show from the current slide. Useful if you are testing the animation of a slide, the current slide will open in full screen as if you were in the audience.

### Slide View vs. Outline View

Slide View displays a thumbnail of each slide in the presentation.



Outline View displays the text content of each slide; you can edit the text.



## The Quick Access Toolbar

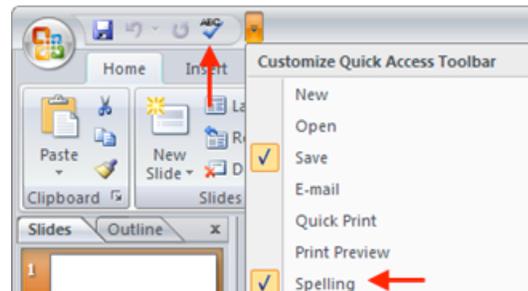
Office 2007 has dispensed with all toolbars used in previous versions. Instead, there is a Quick Access Toolbar which is always located at the top of your screen which can be used to add any command you like.



Adding commands is easy. You can click the pull-down icon to the right of the toolbar and add a common command, as shown on the right.

You can also right-click any command in the ribbon and click Add to Quick Access toolbar.

In PowerPoint options, you can further customize such that when you open a certain presentation, a custom toolbar will appear just for that presentation.



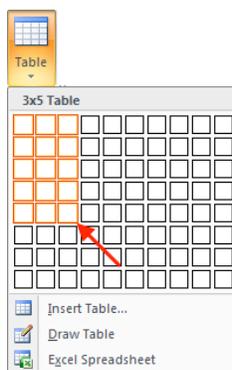
## Inserting a Basic Table

A table is a grid where each row and column intersects to create a cell. Information of nearly any type can be stored in a cell like text or pictures.

The big advantage of a table is that you can enter in as much information as you like, and the table will still keep things neat and organized on your slide.

Inserting a basic table is easy. Click the Insert ribbon, and then click Table. Click the lower-rightmost cell of the table size you need.

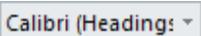
At right, a 3x5 (column x row) is selected. At far right, the table is inserted and pre-formatted to make data easier to read.



### Table

Column 1, Row 1	Column 2	Column 3
Row 2	Note that PowerPoint has applied some formatting for you.	
Row3		The title row is dark blue.
Row4	And each alternating row is a different color...	
Row5		...making the table easier to read!

## General Font Commands

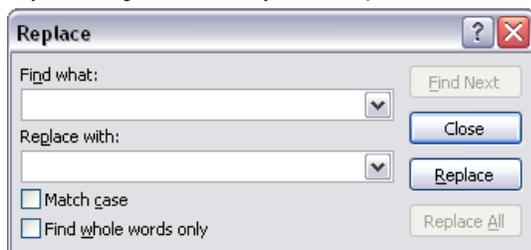
-  Click the pull-down arrow to choose a new font.
-  Choose a font size
-  Incrementally increases/decreases font size.
-  Removes any formatting applied to a font.
-  Makes text **bold**, *italic*, or underlined.
-  Draws a line through text.
-  Draws a shadow underneath the text.
-  Adjusts space between each character.
-  Make a selected block of text all upper or lower case.
-  Change the color of the font.

## Paragraph Formatting Commands

-  Inserts a bulleted/numbered list
-  Decrease/increase the indent of a paragraph.
-  Specify the space between lines of text.
-  Turn the text a degree of rotation.
-  Change how text is aligned in the text box.
-  Change a list of information into a SmartArt diagram.
-  Aligns text to the left margin, the center of the placeholder, or the right margin.
-  Aligns text to the left and right margins, equally spacing out text.
-  Split a text area into two or more columns.

## Using Find and Replace

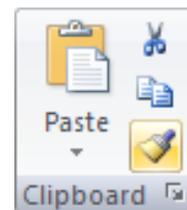
**Find** will search the entire presentation for an instance of a word or phrase. **Replace** (commonly called Find and Replace) will search, and then substitute any matching text with text you have specified.



## Using the Format Painter

The Format Painter is found in the Clipboard chunk of the Home ribbon. It allows you to copy the formatting of a block of text rather than copy the text itself. If you decide to make a formatting change that has to be done on several slides, there is no easier way!

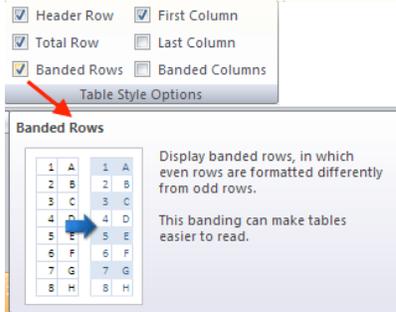
Highlight the source text, click Format Painter, and then highlight the target text. The formatting will be applied. Double-clicking the command will let you 'paste' the formatting over and over until you click the command a final time to stop.



# PowerPoint Quick Reference

## Table Style Options

A table can be as simple or as complex and you want to make it. Use the Table Tools ribbon to add or remove the following style options for the table, such as banded rows (easy to see when using a large table)



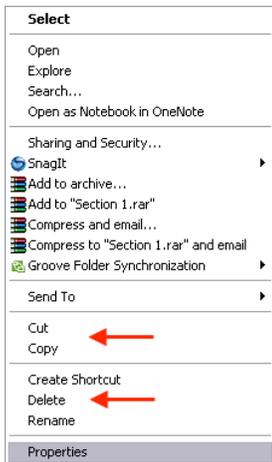
## Adding a Special Character

If you are adding a mathematical equation to a slideshow, you might want to use special symbols to enhance your content. Click Insert → Symbol to add one.

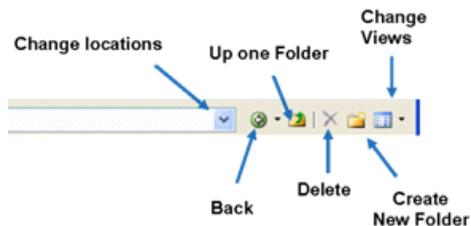


## Performing Basic File Tasks

When using the My Computer dialogue box (Open & Save As commands) you can perform basic file management tasks. Right-click files and folders to Cut, Copy, Rename, and Delete:



You can also click and drag files into folders using this view. Finally, use the My Computer toolbar at the top of the dialogue box for navigation options:



## The My Places Toolbar

The My Computer dialogue box contains a listing of different computer locations on the left. Click any of these locations to be shown the contents of that folder:



My Recent Documents will list all of the files, presentations etc. that have been worked on recently. My Recent Documents will display folders, how many files are in the folders, and the individual files.



This icon allows you to access all of the items on your desktop.



My Documents is the default Windows location for all folders and files.



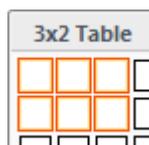
My Computer gives you access to My Documents as well as all drives in your computer.



My Network Places will display all folders shared by other computers. For example, if you have a main server and have a shared network, you can access files and folders on the server via your workstation computer with this shortcut.

## Inserting a Simple Table

Insert → Table, and then hover over the size of table you want to insert. Click in the lower-rightmost corner of your desired table size.



## Saving in Different File Formats

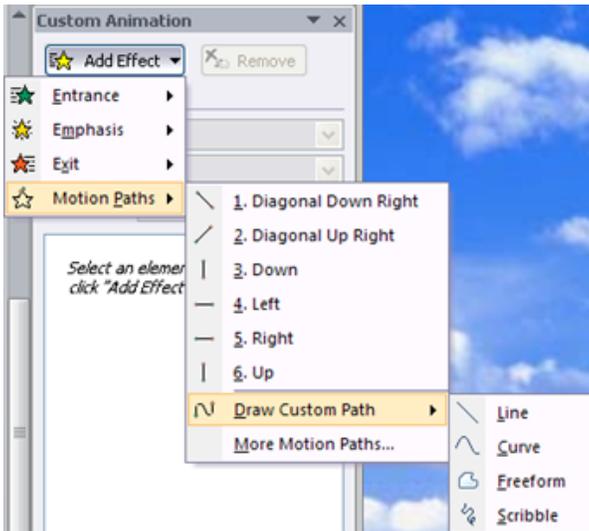
Use the Save As command → Save as type combo box to select a file type:



## Adding Animations

You can add emphasis to a presentation by animating titles, text, objects, etc. Anything on a slide except for a sound clip and slide background can be animated.

The Custom Animation task pane lets you select an object to animate from the slide and then choose an animation. You can animate objects so they appear on the slide, move in some way to add emphasis, or move off the slide. You can also define a custom animation path by drawing with your mouse directly on the slide:



## Navigating your Presentation

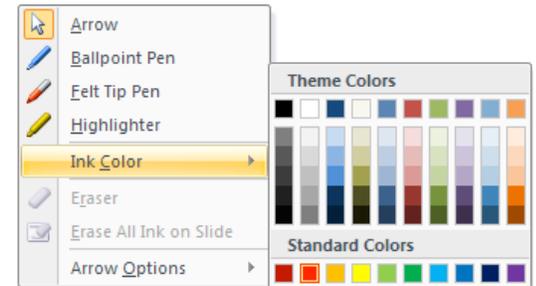
PowerPoint provides you with four very faint commands in the lower-left hand corner of the presentation (when viewing in full screen). Hover your mouse over each icon to use

### Previous Slide

Click this to move back one slide in the presentation.

### Pen/Highlighter

You can use a virtual marker to emphasize points about your presentation. Click the command and then choose a pen style/color. When you have completed your slide show, you have the option to save any markings you made to the show.



### Slide Show Menu

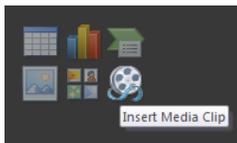
Click this command to see options about your show (also accessible by right-clicking any slide):

### Next Slide

Click to advance to the next slide. You can also advance to the next slide by clicking on an empty area of the slide, pressing the right or down arrows, or pressing Enter.

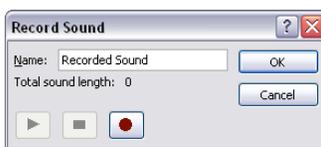
## Adding Movies and Sounds

You can add a sound file, play a movie clip, or play a CD audio track when giving a presentation. Click Insert → Media Clip. You can also click the Media Clip icon in the text placeholder:

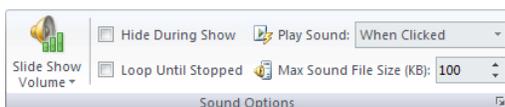


When you add a clip, you will be prompted if you want to play the clip automatically or when clicked.

If you click Insert → Sound → Record Sound, use a microphone to record your voice to use when narrating an automated presentation.

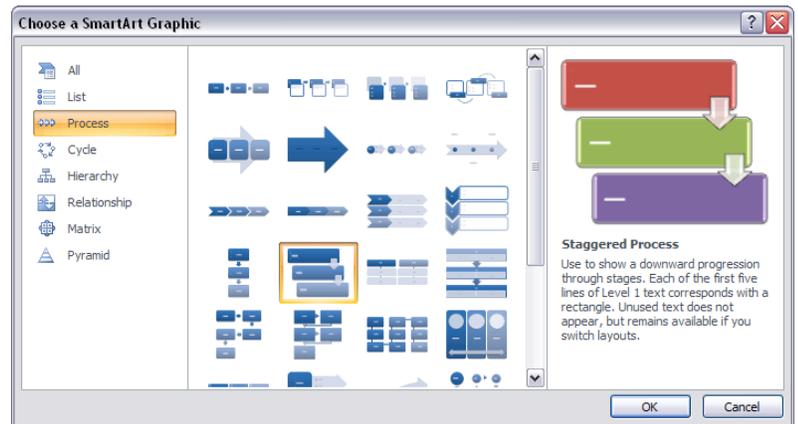


Sound and video clips contain similar options which let you loop the clip, play full screen (movie), and adjust the show volume.



## Creating SmartArt

SmartArt is a special type of diagram designed to show a flow-through or hierarchical model. On the Insert ribbon, click the SmartArt command. Choose a category, choose a style and click OK to insert.



You can also insert SmartArt by clicking the icon in a content placeholder:



## Setting Auto Recover Interval

PowerPoint can automatically save your file on regular intervals. Adjust this property in PowerPoint Options → Save



## Working with Text Boxes

Text Box manipulation is easy – first select the text box by clicking its border. Now you can move, resize, delete, rotate (green handle) and customize the look.



# Microsoft® PowerPoint

## Quick Reference Guide

### PowerPoint Viewer 2007

If you plan to take your presentation on the road to a computer that does not have PowerPoint installed, you can download and use the PowerPoint Viewer.

1. Visit <http://office.microsoft.com>
2. Use the Search tool to find "PowerPoint Viewer"
3. Download and install the software on the destination computer.
4. Open the program by clicking Start → All Programs → Microsoft PowerPoint Viewer 2007.
5. Browse your computer for any PowerPoint files and click Open to view them.
6. Proceed through the slide show by clicking, pressing Enter, or using the right arrow on the keyboard.
7. When the show is over, you will see the following

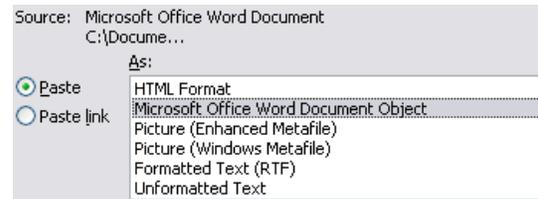
**End of slide show, click to exit.**

Once you end the show, you will be prompted to open another file if you wish.

### Linking and Embedding Files

PowerPoint lets you link (add content via a hyperlink connection to a file) or embed (inserting a foreign file type) a file in your presentation. **Linking** means a smaller file size, but if the presentation is moved you will have to re-establish links to make the content work. **Embedding** means adding a foreign file type to your PowerPoint presentation. This method lets you take supplementary information with the presentation, but at a cost of large file sizes.

To link, copy the source information and click Paste → Paste Special. When inserting an object, click Insert → Object. Both dialogue boxes look basically the same:



When linking, you can paste the information from the source file, such as text from a Word document, or paste a link to the source file. When embedding, you can create a new file type (and choose from a list, like above) or create from file. Creating from a file essentially means inserting a file directly into the presentation. If the PowerPoint file was 100KB, and a 500KB Excel spreadsheet was added, the PowerPoint file would swell to 600KB to incorporate the Excel file completely.

### PowerPoint 2007 Options

Open PowerPoint options by clicking Office Menu → PowerPoint Options. Choose a category from the list on the left, then modify the options in the main part of the window.

**Popular** The Popular options are those that you will use the most when modifying PowerPoint. Change the color scheme, change your user name, show the Developer Ribbon.

**Proofing** Modify the way that PowerPoint will correct mistakes you have made and adjust other formatting and grammatical options. Click AutoCorrect Options to modify these options and more.

**Save** Choose the default file format for PowerPoint, set the interval when AutoRecover will save your work for you, store files in a temporary folder until you are ready to publish, and more.

**Advanced** Modify other misc. options with this tab. Set display options like making the ruler visible, adjust options to print your file, adjust how your computer behaves during a presentation, and more.

**Customize** Add and remove commands from the Quick Access toolbar with this tab.

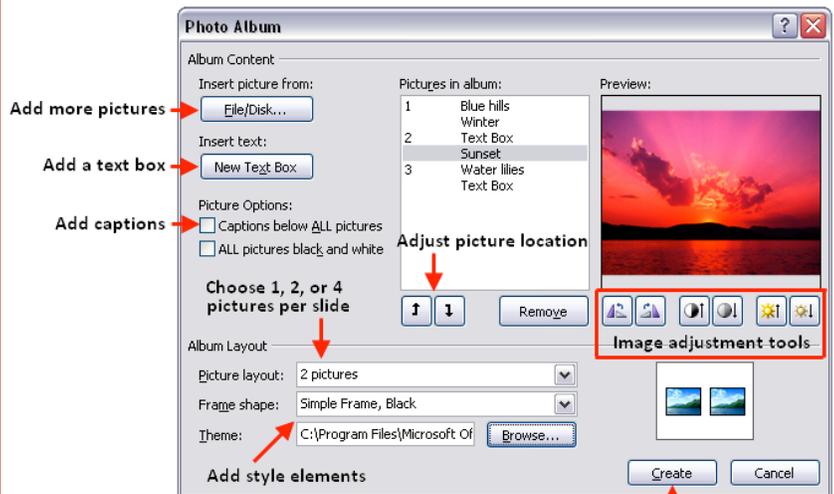
**Add-Ins** Manage any third-party software that is compatible with PowerPoint.

**Trust Center** This tab contains information and options relating to your personal information and privacy when using Microsoft software and services.

**Resources** This tab offers a portal to get updates for PowerPoint, run a diagnostic check, activate your copy of Office 2007, etc.

### Add a Photo Album to a Presentation

PowerPoint allows you to add a photo album to a presentation that can be used to highlight a vacation, step-by-step visual instruction, or anywhere where structured visuals might be helpful. Click Insert → Photo Album to add content:



Click to insert content into show

After clicking Create, the content will be added to the current slide show. Each caption and text box (if you chose to add them) will be positioned in the place you specified. Each of the text boxes is a placeholder though, so you can customize each individually, delete some of them, and move them around.

Once you are happy with the layout and content of the slide show, you can take the presentation one step further by adding voice narration, automate the show, or package the presentation to a CD for distribution.

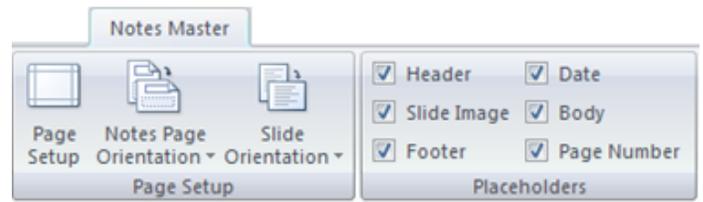
## Types of Master Pages

A master can be one of three things: a slide, a note, or a handout. A master is like an 'internal' template; that is all slides, notes, and handouts created in the presentation will contain the same formatting as the respective master.



## Editing Masters

To view a slide, note, or handout master, click View → Slide (Note/Handout) Master. This will open an editable template for the slide, note, or handout master. An associated ribbon will appear for each master type. Each ribbon contains similar commands:



Page Setup lets you orient and manage the master as a whole. You can add and customize many slide masters, but only one note and handout master. Placeholder options let you add/remove headers, footers, date/time, content, etc if you wish.

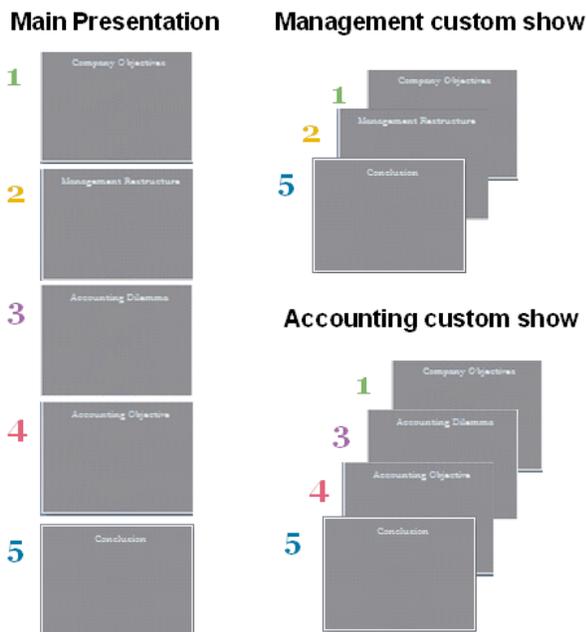


The overall theme, as well as colors and fonts of a master can be modified however you like. Select the placeholder or master element and make the necessary changes. You can customize the background of any master to be colored, or include a picture or gradient. The final button will close the view of the master editing ribbon and return you to normal view.

## Custom Slide Shows

Imagine you have created a presentation to give to two different department heads. Some of the information is the same for both executives, but some information only concerns one executive. You can create two custom shows from the main show and use only certain slides in each presentation.

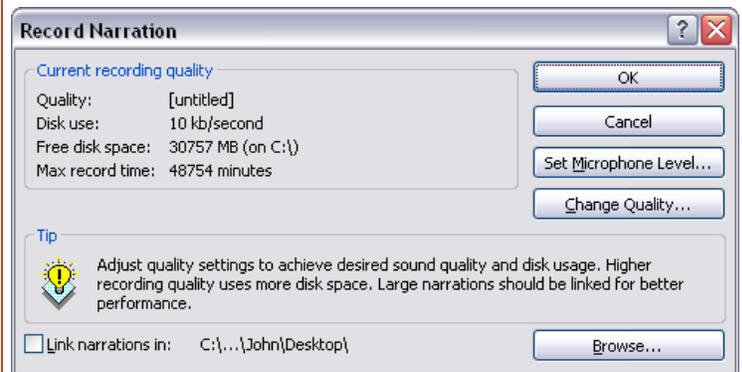
Click Slide Show → Custom Slide Show, click New, and choose the slides to use from the main list. Name the presentation and save the slide outline.



## Voice Narration

If you plan on creating an automated presentation for kiosk usage, adding voice narration to a slide is a useful feature. Combined with properly set up slide timing and animations, you can create a very attractive show!

Click Slide Show → Record Narration



You can adjust the microphone volume level and the sound quality from this dialogue box. When you are happy with the settings, click OK. You will be prompted if you want to start narration from the beginning of the show or the current slide.

The slide show will begin, speak whatever narration you want to say for each slide and then click, press Enter, or press the right arrow key to advance to the next slide.

Repeat until you have finished the presentation, then press Escape. The slide timings and narration files will be saved with the presentation (unless Link is checked in the above diagram).

# Microsoft® PowerPoint

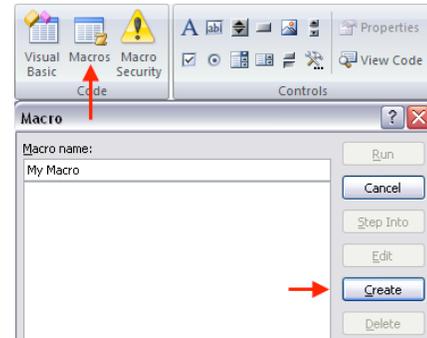
## Quick Reference

### SharePoint Site Requirements

- IE6.0 or later, Internet connection** SharePoint is built on Microsoft technology so IE browser will give the best support. A high-speed Internet connection is strongly recommended.
- Login Info** A user name and password will be provided to you from your system administrator. Keep your password in a safe place.
- System Requirements** Your computer must have Windows 2000/XP/Vista installed, and at least 512 megabytes of memory (1 gigabyte for Vista). The recommended amount of hard drive space depends on how much data you intend to transfer to and from the SharePoint site.

### Creating a Macro

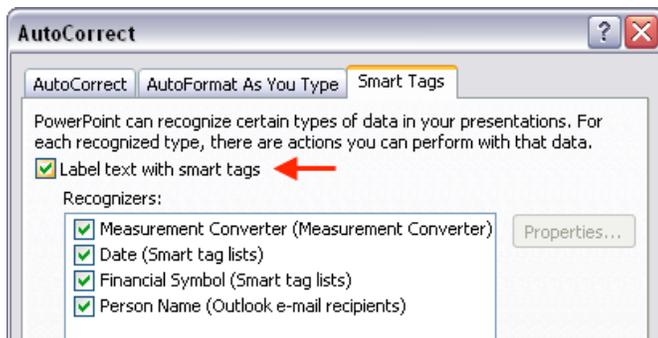
Click Developer → Macros. Give the macro a name (description optional) and click Create:



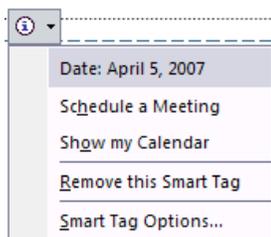
### Smart Tags

A Smart Tag is a feature built into the Office family of program that is designed to recognize special types of data. Smart Tags can recognize measurements, dates, financial symbols, and the names of people who are in your Outlook address book.

Enable Smart Tags by opening PowerPoint Options in Proofing → Auto Correct Options → Smart Tags tab:



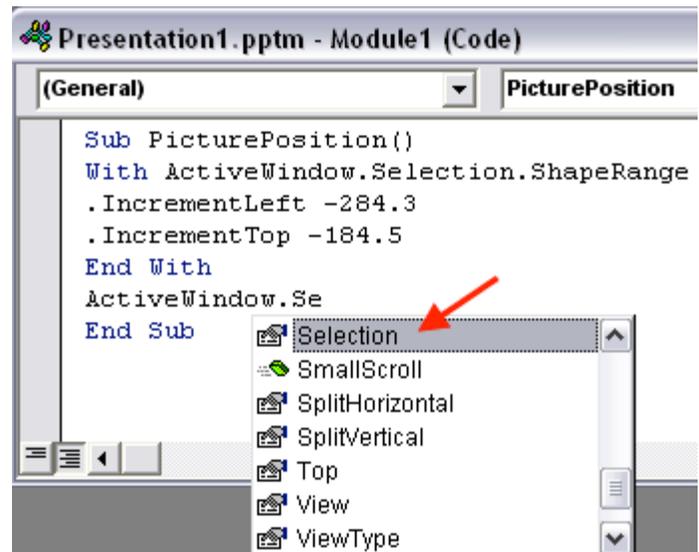
When you type a date like April 5, 2007, PowerPoint will add a dotted line under the text as well as show the Smart Tag button. Click this button for extra functionality:



### Basics of the Visual Basic Editor

Open the PowerPoint file you want to use a macro with. Click Developer → Macros, give the macro a name and click Create. The Visual Basic Editor will fill in the basic code requirements.

When you type different object identifiers, the editor will automatically suggest a number of attributes that can be used at the present time:



Save the file and run the macro by clicking Run → Run Sub/UserForm. If you made any grammatical or logical errors, the macro will run until it encounters the problem. You can then use the tools in the Debug menu to work out the problem in the code.

Consult the Microsoft Development Network for many VBA code examples.

### Accessing a SharePoint Workspace

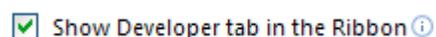
All SharePoint sites that run on a SharePoint Server have the same general address template.

<http://sps.company.com> will access the main page

[http://sps.company.com:<port\\_num>/personal/<user>/<workspace>](http://sps.company.com:<port_num>/personal/<user>/<workspace>) will access your own page.

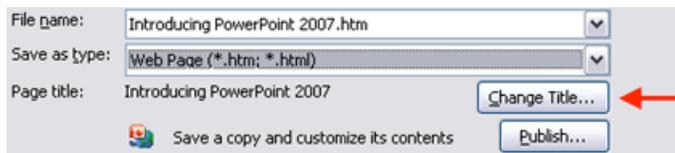
### The Developer Tab

In order to fully use macros in PowerPoint, you need to enable the Developer tab. Do this by clicking Office Menu → PowerPoint Options → Popular tab. In the Popular tab, check the Show Developer Tab checkbox.

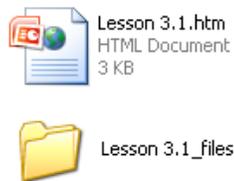


## Publishing a Presentation

PowerPoint has the ability to publish a presentation as an HTML file that can be viewed in the Internet. When you have completed work on a presentation, click Office Menu → Save As. Make sure that the file type is Web Page:

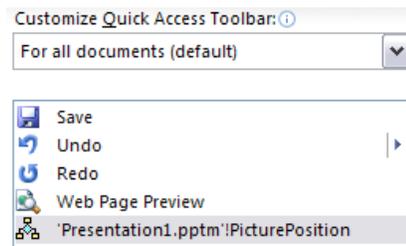


By default, the title of the Web Page will be the name of the file. You can change the title by clicking Change Title (red arrow). The Publish button will do the necessary conversions to the PowerPoint file and then save it as an HTML file. The file can be viewed in most popular Web browsers, but will have the best functionality with Internet Explorer. PowerPoint also creates a folder containing other supporting files. This folder must be in the same directory as the HTML file in order to properly display your page.



## Adding Macros to Quick Access Toolbar

You can add individual macros to the Quick Access Toolbar and run them with a single click. Open PowerPoint Options and click the Customize tab. Choose Macros from the list of commands to add to the toolbar and then add the macros:



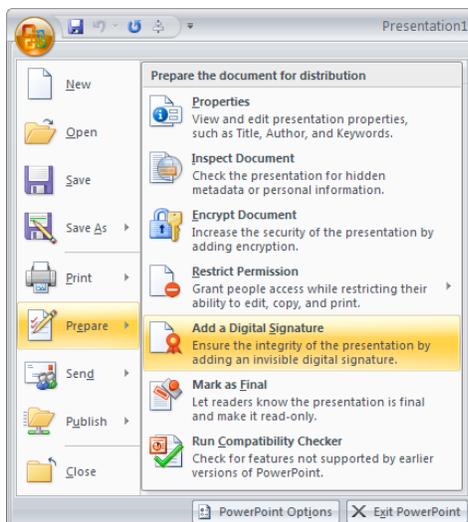
All macros will be displayed with the same icon as above. To avoid confusion over multiple macros, highlight a macro in the list and click the Modify button. You can choose from a wide range of other symbols to use for your macro:



## Digital Signatures

Just as you would sign off on a document, you can sign a digital document with a signature that identifies you as you.

The signature acts like a 'lie detector' which will tell the truth as long as the document is not altered after being signed. If the document is altered in any way, the signature will remain, but will become invalid. Checking for invalid signatures (which PowerPoint does automatically) helps ensure the source of a document.

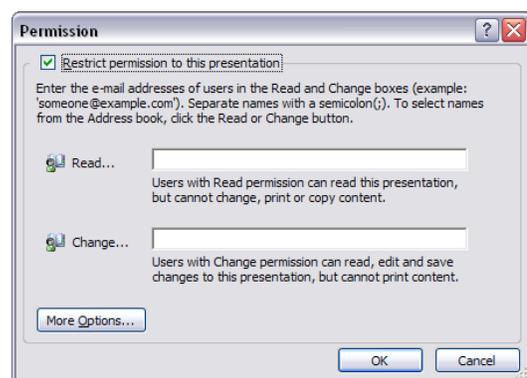


## Restricting Permission to a Document

When employing Information Rights Management (IRM, see note below), click Office Menu → Prepare → Restrict Permission and then select Unrestricted/Restricted access or manage the credentials needed to view your document:



If you click Manage Credentials, you will see the Permission dialogue box appear. Enter the names of people who have permission to your document.



## What is a COM Add-In?

A COM Add-In is a third-party piece of software which is designed to give extra functionality above and beyond what PowerPoint already offers.

View current add-ins by clicking Office Menu → PowerPoint Options → Add-Ins.

## What is Information Rights Management?

Information Rights Management lets you control which users have access to what in your document. Permissions to read, write, and modify a document are controlled by a central server on your network. You can specify which users will be able to do what with a document and register those users on the server. The users then have to enter their credentials to the server before being given read/write access.