

# Microsoft Office 2007



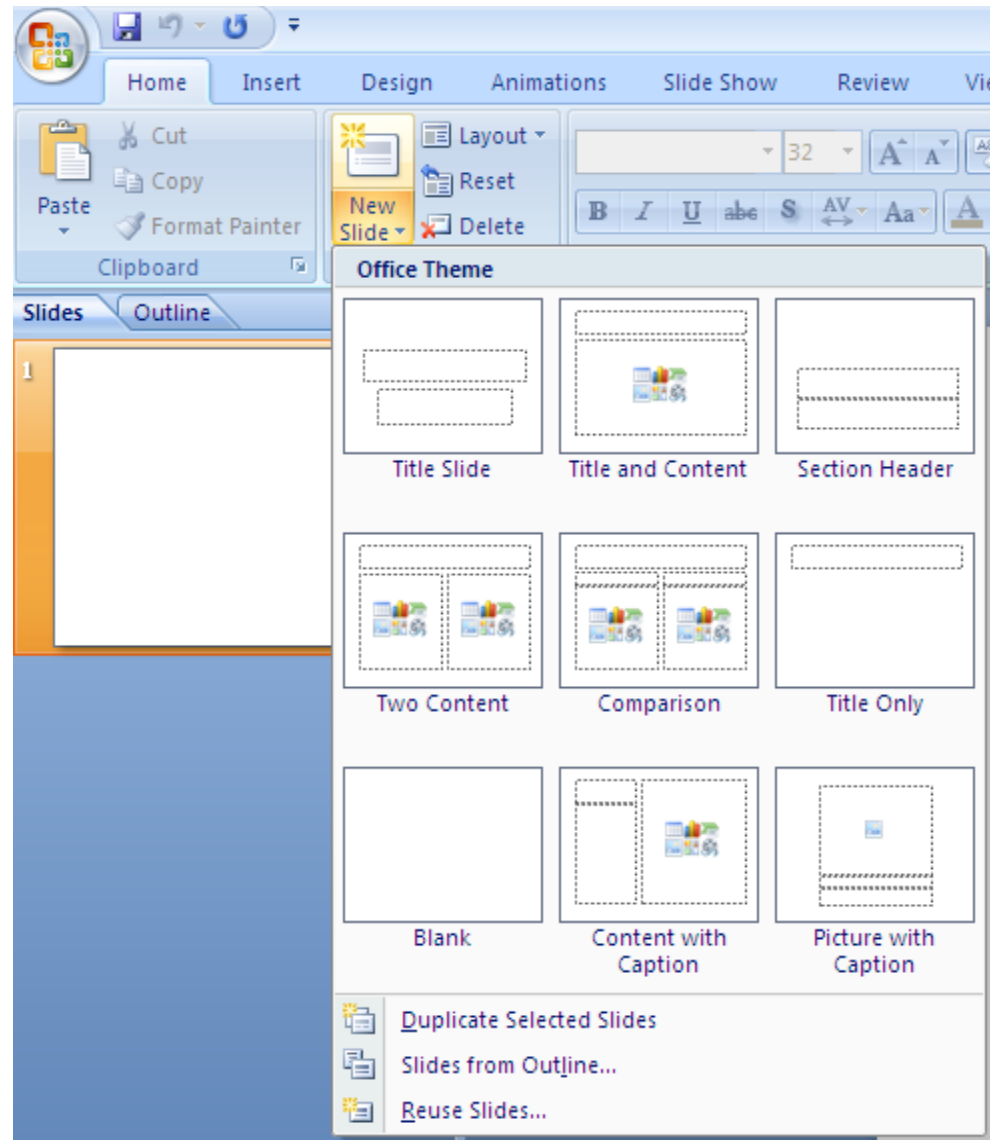
Basic Understanding of Microsoft  
PowerPoint Functions and Tools

# Fundamentals of PowerPoint

- There are a few basic functions that are used when making a power point presentation.
  - Adding new slides
  - Choosing design(background, fonts, etc.)
  - Choosing transitions
    - Mouse click or setting a certain time to change
    - Custom animation to the slide

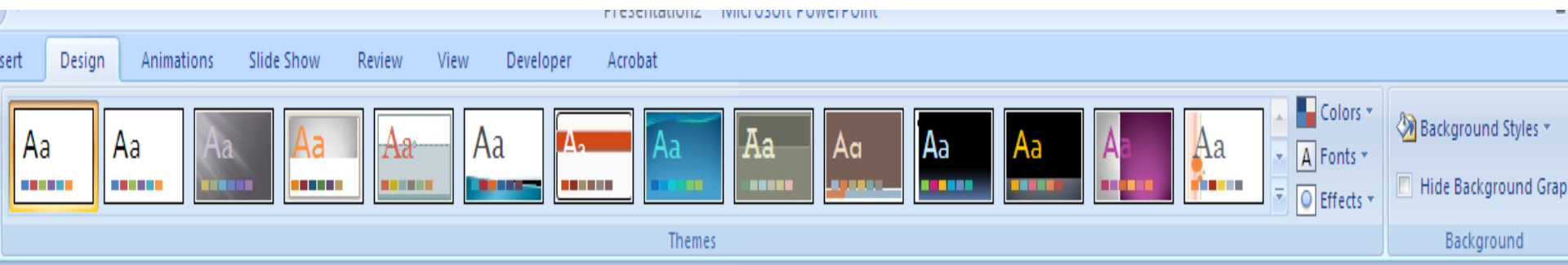
# Add New Slides

- Under the home tab, in the slides section you will see New Slide. If you click on the down arrow you will see different types of slide formats you can choose from. Once you see the one you want click on it to add it to your slideshow. If you want to simply create the same one over and over again click right on the slide in New Slide.



# Choosing Backgrounds, Fonts, Etc.

- Under the Design tab you will find numerous amounts of choices when it comes to backgrounds, fonts, etc. This allows you to make your slides as creative as you want.

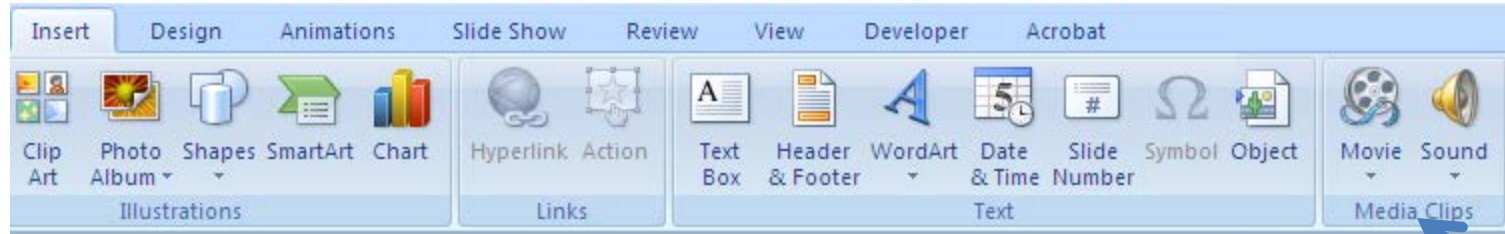


# Choosing Transitions

- Under the Animations tab you will find different types of slide transitions. You will also be able to choose if you would like to click to advance the slide or set times to automatically change the slide.

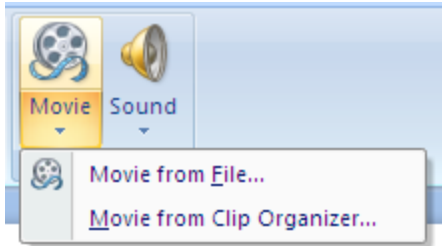


# Add Movie and Sound Clips

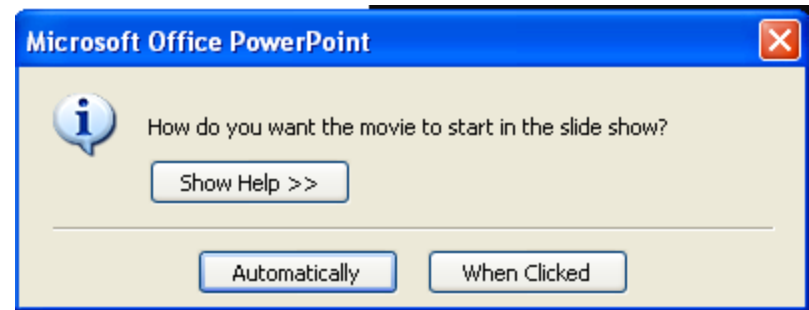


- Under the Insert tab you will see the section Media Clips. This allows you to add movies you have saved or sound clips.

# Add Movie Clip



If you want to add a clip to your presentation click on *Movie*, then most likely you will be choosing *Movie from File...* Browse for the movie you would like to add and click ok. You will have two options, to automatically start the clip when you reach that slide, or you can start it when you click on it.





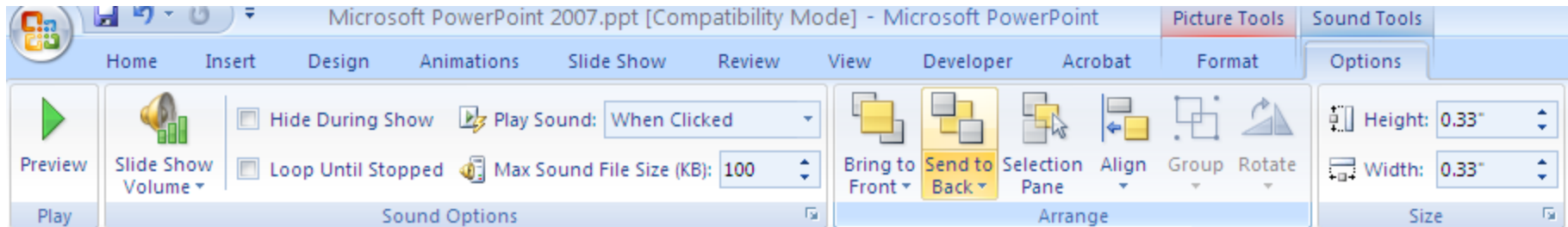


# Add Sound Clips

- With sound clips there are many options you can do with them.
  - Play when clicked on
  - Play when you come to a certain slide
  - Play continuously across multiple slides until the clip is done or you can keep repeating it

# Add Sound Clips (cont.)

- When you click on the little picture of a speaker you will see a menu be available to choose from different options. Here I have it set up to play when clicked on.



# Making A Photo Slide Show

- On the Insert tab under Illustrations you will see Photo Album. This will allow you to easily design your own slideshow to display all your great pictures.

