



# PowerPoint - 2007



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## The Main PowerPoint Screen

When you first open **PowerPoint** your screen layout should resemble the one depicted below.

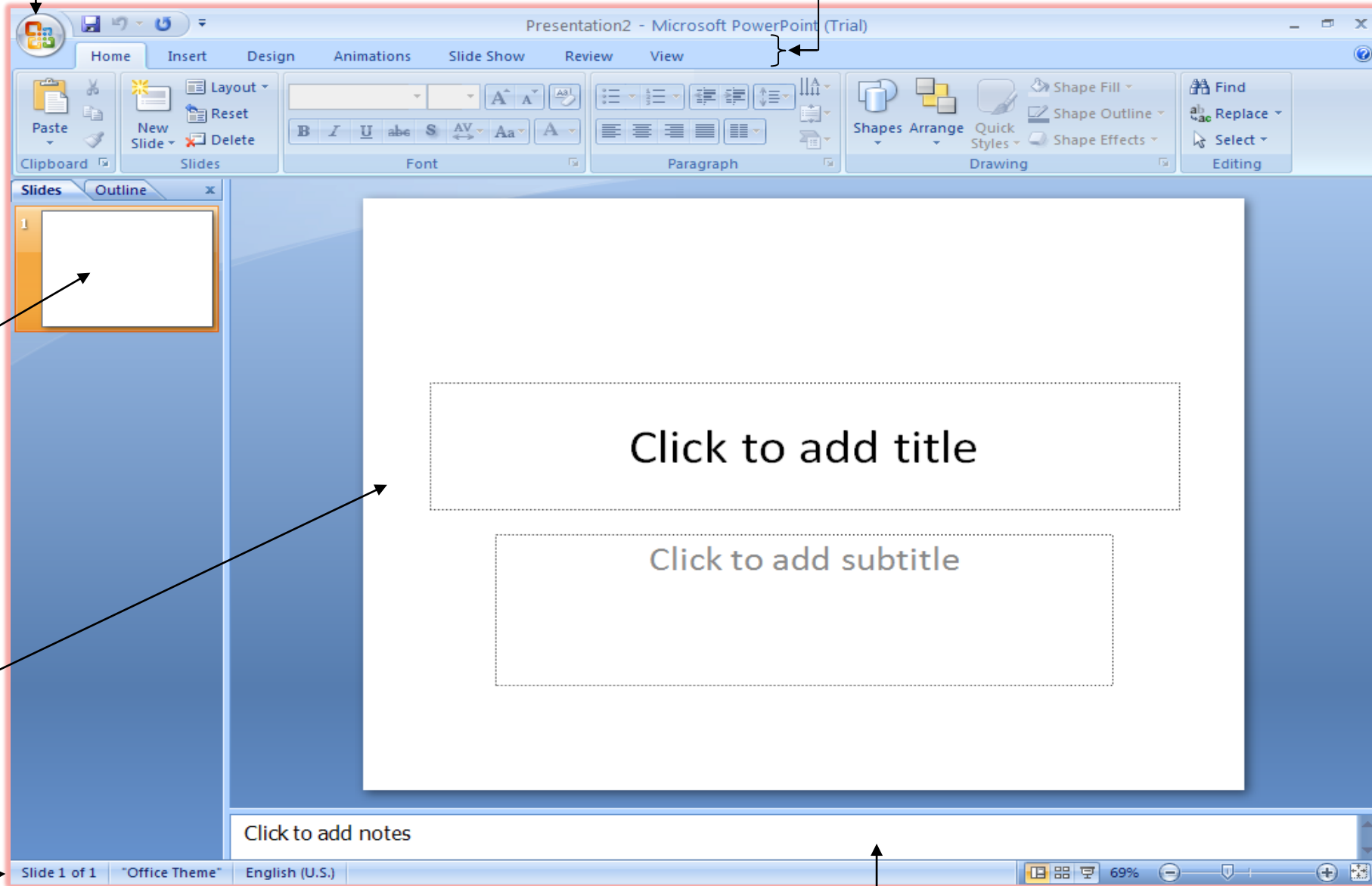
If you are familiar with earlier versions of **PowerPoint** you will notice that the functionality has been greatly improved in this 2007 version.

### Note

The drop-down menus and toolbars used in previous versions of PowerPoint have been replaced with horizontal menus (tabs) which reveal all functions of each menu (tab) opened. If you hover your mouse pointer over any button or function a description of that function will be displayed.

Office button

Menus (tabs)



Click the **Outline** tab to show all slide numbers

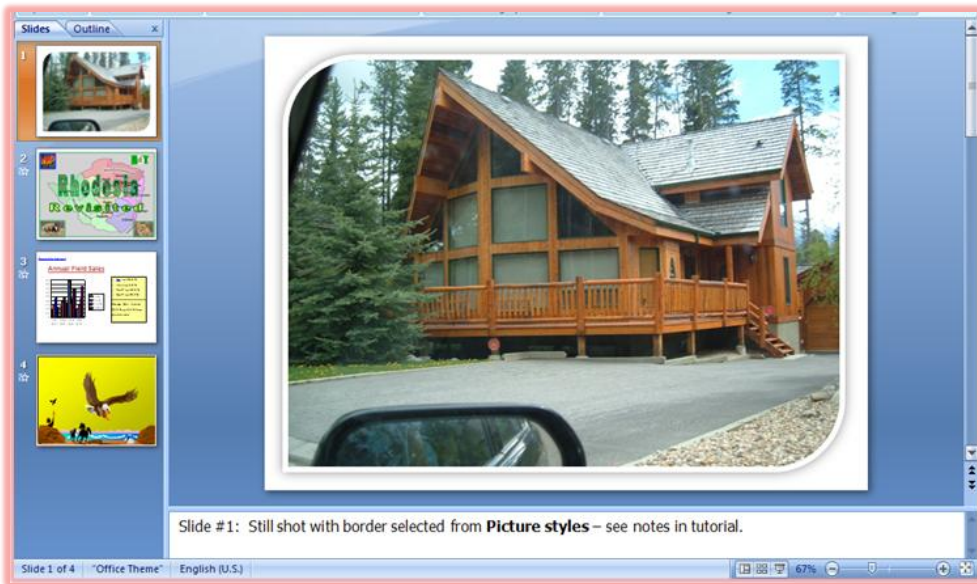
Blank slide shown here ready for editing – to delete the title boxes click the border and press the **Del** key

Status bar

Add **notes** for your own reference

## Creating a new Slide Presentation [Back to Top](#)

### Sample slide #1



### Constructing Slide #1

This photograph was taken with a **digital camera** which produces a **jpg** file.

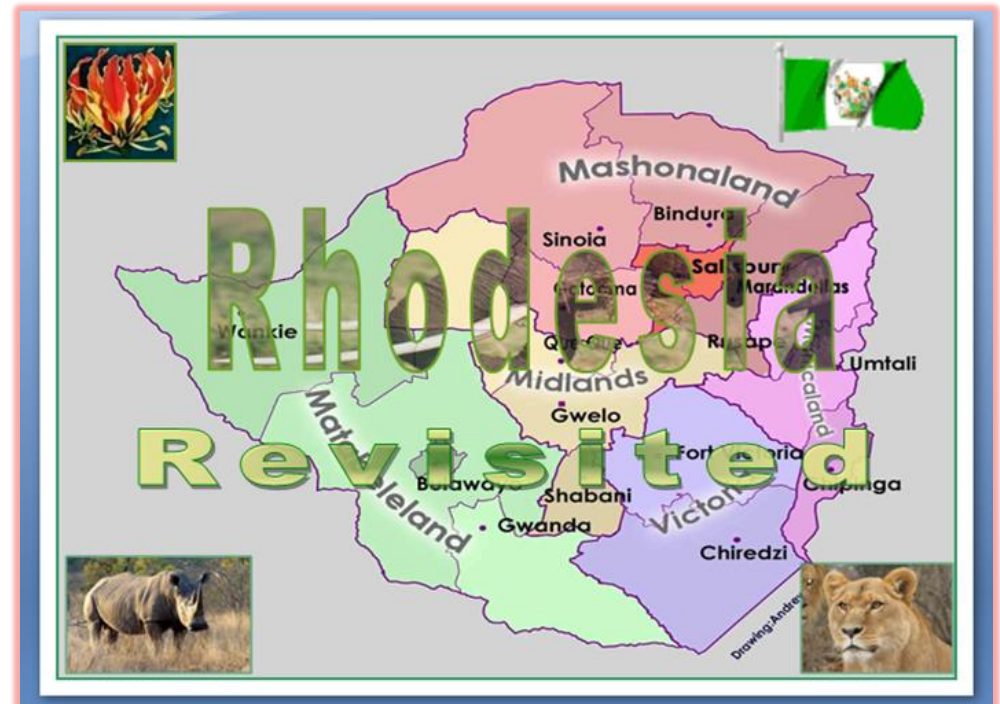
To insert the picture on your first blank slide do the following:

- Open the **Insert** menu and click the **Picture** button.
- Browse** for your picture file, click on it and click the **Insert** button.
- The picture will appear on the new slide where you can resize it, apply a border, filter etc.

- To apply the border, double-click the image and the **Picture Tools, Format** menu (see below) will appear.
- Click the **More...** button to get a view of all **Picture Styles**.



### Sample slide #2

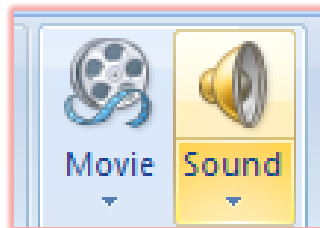


## Constructing Slide #2

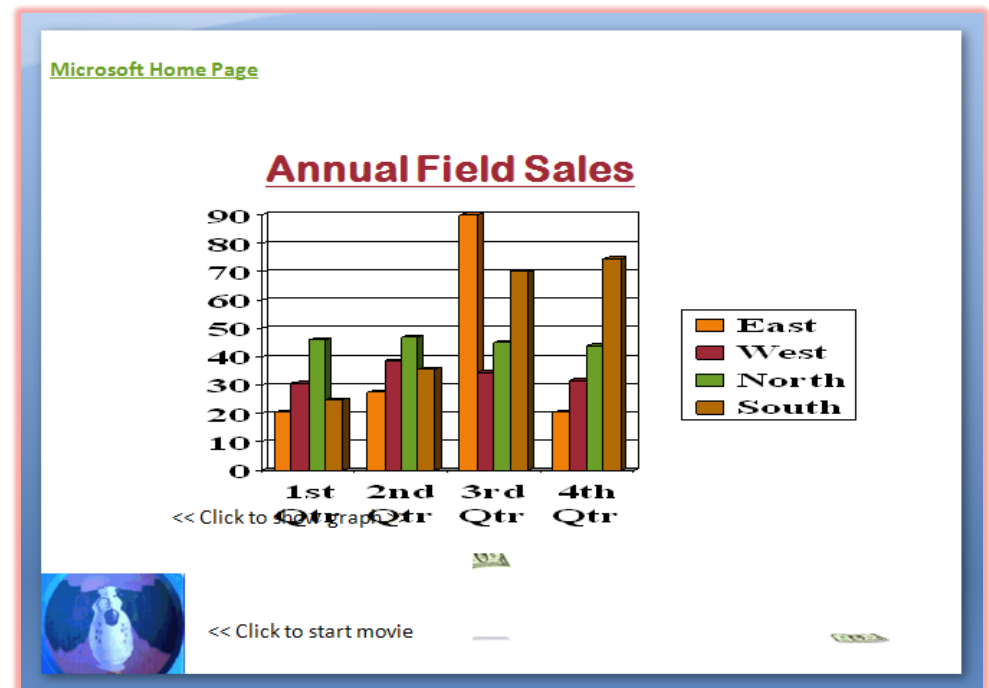
In this slide there are a number of effects used to create a mood.

- The **Rhodesia** text has an elephant fill and the **Revisited** text has a circular gradient colour fill. Both texts fade in to view slowly.
- The flag is an animated image and can be placed anywhere and resized to your taste.
- The background music starts as soon as the slide is displayed and completes the mood.

To insert a sound or music file, open the **Insert** menu and click the arrow on the **Sound** button. Now click the **Sound from File...** option and browse for your sound or music file.



## Sample slide #3



## Constructing Slide #3

This slide represents a chart.

To construct the **chart** follow these steps:

- Open the **Insert** menu and click the **Chart** button.
- The **Insert Chart** window will appear as depicted in **Fig A**.
- Select the **chart type** from the left pane and the specific chart design from the adjacent pane as shown.
- Click **OK** and a spreadsheet will be opened in **EXCEL** where you can manipulate the chart values. See **Fig B**.
- Once finished, close the spreadsheet and your chart will appear on the new slide.