

## MICROSOFT OFFICE- POWERPOINT TIPS For Office 2007 version

**TO SELECT A PRESENTATION TEMPLATE:** Click on **Design**. Move your mouse over the template icons in the ribbon. This will temporarily change the slides in your current project. Click on the icon you wish to apply. Note: You can change the colors by clicking on the Colors drop down menu located on the right.

**TO ADD A SLIDE:** Click on **Home**. Click on the **New Slide** icon.

**TO ADD CLIP ART:** Click on **Insert**. Click on the **Clip Art** icon. A task pane will open on the right. Type a keyword in the search box. Thumbnails will appear. Double click on a thumbnail to insert clip art.

**TO ADD A PICTURE:** Click on **Insert**. Click on the **Picture** icon. Locate the file you wish to use. Click on **Insert**.

To resize an image, click on it. Click and drag on one of the handles to shrink or stretch the image.

**TO WORK WITH THE MASTER SLIDE:** Click on **View**, then **Master Layout**. Make desired changes, and then click on **View, Normal**. *Remember - whatever you change on the master slide will be changed on all slides in the presentation.*

**TO ADD TRANSITIONS:** Click on **Animations**. You will see icons representing the transitions on the ribbon. Point to an icon to see a preview of the transition. Click on the icon to apply the transition.

**TO ADD A SOUND (OR MOVIE):** Click on **Insert**. Click on the **Sound** (or **Movie**) icon. Click on **Sound From File** (or **Movie From File**). Locate your sound (or movie) file (.mov, .wav, etc.) Click on **Automatically** if you want the sound to play as soon as the slide is shown. Click **When Clicked** if you want to have the sound start only when you click on the icon.

**TO SHOW YOUR POWERPOINT PRESENTATION:** Click on **Slide Show**, Click on **From Beginning** or **From Current Slide** depending on how much of the show you want to view. You can also view from the current slide by clicking on the small movie screen icon in the lower right-hand corner.

**TO PRINT YOUR SLIDES:** Click on the Office logo button. Point to **Print**. Click on **Print**. Look for the **Print What** box in the window. To print single slides, select **Slides**. To print more than one slide per page, select **Handouts** and select the number of slides per page. Note the thumbnail as you change your selection. Click on **OK**.

**TO SAVE YOUR FILE AS A POWERPOINT SHOW.** Click on the Office logo button. Point to **Save As**. Click on **PowerPoint Show**. Type in the name of your file, and then click on **Save**. The file will have a *.ppxs* extension and will play as soon as you click on it.

**TO ADD A HYPERLINK TO YOUR PRESENTATION:** Select the text you want to be a hyperlink. Click on **Insert, Hyperlink**. Type (or paste) in the URL.

**TO IMBED AN ACTION OBJECT:** Click **Insert, Object**. Click on the **Create from file** radio button. Browse to locate your file and select it. Click on **Display as Icon**. The icon will appear on the slide. Move to desired location. Select the icon and click on the **Action** icon on the ribbon. Click on **Object Action** and select **Open**.

**TO CREATE AN ACTION BUTTON:** Click on *Insert, Shapes*, Scroll to the bottom to see the **Action Buttons**. Select the button type you want to use. (The last button is blank and has no action associated with it.) Click and hold the mouse button and drag the cursor to form button. Release the mouse button. Change the action settings if necessary. Click on **OK**.

*For more information, go to [www.microsoft.com](http://www.microsoft.com) and follow the links to Office Products.*