


PowerPoint 2007/2010 Basics

This handout explains how to create presentations using PowerPoint 2007-2010. For Office 2007-2010 installation instructions, and information about general features common to all Office programs, see the handout *Office 2007-2010: Getting Started*, available at <http://www.snc.edu/techsupport>.

PowerPoint startup

PowerPoint starts with the title slide of a new blank presentation. On the left side of the screen is a pane that shows either thumbnail images of the slides (default) or the presentation outline. At the top of the screen is the “ribbon,” containing all of the options and commands for creating and formatting presentations. For more information about the ribbon and other interface elements of Office 2007-2010, see the handout *Office 2007-2010: Getting Started*, available at <http://www.snc.edu/techsupport>. When opening and saving presentations from different versions of PowerPoint, there may be some issues. For more information, see the handout *Office 2007-2010 File Formats*, available at <http://www.snc.edu/techsupport>.

Design Themes

Themes, available on the Design tab at the top, are sets of background designs, colors, fonts, and effects. To see what a theme will look like on your slide, hold your cursor over it without clicking. To apply a theme, just click on it. To customize a theme, you can choose different color schemes from the Colors menu, fonts from the Fonts menu, or backgrounds from the Background Styles menu (all on the Design tab). To save a custom theme, click the More button  in the Themes group and choose Save Current Theme.

Slide readability tip: Make sure your text is big enough! When projected, a 1-inch character is readable from 10 feet, a 2-inch character from 20 feet, and so on (the font size will vary).

Creating slides

To add a slide, click the New Slide button on the Home tab and choose a layout. To change the layout of a slide, just click once on the slide, then click Layout on the Home tab and choose the desired layout.


Adding content to slides

PowerPoint calls all text, pictures, charts, diagrams, tables, or media clips “Content,” so when you choose a layout that has “Content” in the name, you’ll be able to add any of those types of content. In the Content boxes, you’ll see an initial “Click to add text” bullet point, as well as 6 icons (pictured at right). Each icon adds a different type of content – tables, pictures, charts, etc. – just hold your cursor over them to see what they do, and click on them to insert that type of object. To enter text, just click where it says “Click to add text” or “Click to add title” and start typing.







Formatting text

When you highlight text, a semi-transparent “mini toolbar” appears. If you point to it, it turns solid, and you can then use it. Other text formatting options are on the Home tab.

Since not everything fits on the ribbon, some groups have a small icon  called the Dialog Box Launcher in the lower right corner. Clicking on it opens a full dialog box with all of the options available for that group.

Switching views

At the bottom of the PowerPoint window, these small icons allow you to change views: 

-  Normal: see the current slide in the middle, with the slide thumbnails on the left
-  Slide Sorter: see all of your slides at once (useful for rearranging slides)
-  Slide Show: runs your slide show, as you would during a presentation

Self-running presentations

To create a self-running presentation, you need to add the timing for the slide advances. On the Animations tab in PowerPoint 2007 or the Transitions tab in PowerPoint 2010, under “Advance Slide,” check the “Automatically after” (2007) or “After” (2010) box and choose a number of seconds. Once that’s set, go to the Slide Show tab and choose Set Up Slide Show to configure additional options.

Animations & Slide Transitions


The Animations tab allows you to add both slide transitions (visual effects for moving from one slide to the next) and text animations (visual effects usually used for making bullet points appear one at a time).

To add slide transitions

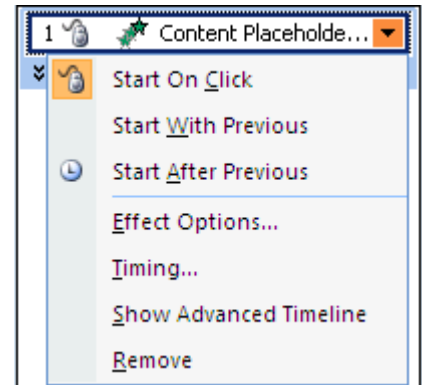
1. On the Transitions tab, click on a transition icon to see a preview and apply it to the slide.
2. To apply the transition to all slides, click the Apply To All button.

Tip: Don't use a lot of different transitions and animation effects in a single presentation, as it can be distracting to your audience.


To add text animation effects

1. Select the text or text box you wish to animate.*
2. On the Animations tab, hold your cursor over an option to see a preview of it. To apply an option, click on it. For more options, click the More  button in the Animations group or the Add Animation button.
3. For even more advanced options, click on the Animation Pane button to open the animation pane on the right. There, click the drop-down arrow next to one of the animated items and choose Effect Options...

*To apply an animation effect to all slides in a presentation, you must use a "slide master," a main slide that stores information about the presentation theme, layout, background, color, fonts, effects, placeholders, etc. To do so, go to the View tab, click the Slide Master button, click on slide 1 at the top of the left-hand column, and make all of the desired changes there before inserting slides into the presentation.



Running the slide show

To run the show, click on slide 1, then click the Slide Show icon  at the bottom, press F5, or go to the Slide Show tab and choose From Beginning. You can click the mouse to activate the next slide or animation, or use these keys:

- Next slide/animation: Page Down, n, Enter, or right arrow
- Previous slide/animation: Page Up, p, Backspace, or left arrow
- Toggle to/from a black screen: b or period (.)
- Hide the mouse pointer: Ctrl+h
- Change the pointer to a pen, so you can write or draw with the mouse: Ctrl+p
- Exit slide show & return to PowerPoint: Esc

Tip: Don't forget to spell-check your presentation! Go to the Review tab and choose Spelling.

Printing presentations

1. Go to the File tab and click on Print.
2. Select which slides you want to print, whether you want them in color, etc.
3. Be careful to choose how you want the slides to print to avoid printing full-page slides, which is usually not what you want. For presentation handouts, the most common formats are 3 slides per page with lines for notes, or 6 slides per page.
4. Click OK.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.