



Chuck's PowerPoint® 2007 Tips

"How do I do that again?" Answers to commonly asked PowerPoint® 2007 questions.

- **How do I insert Internet Graphics (or scanned graphics, digital pictures, etc.)?** **NOTE:** Not all Internet graphics can be saved to your local drive(s). You should also be aware of copyright laws and that these particular graphics will only be used for an "educational project" for this course.

From your Internet Web Browser

1. RIGHT CLICK on the preferred graphic
2. Select "SAVE PICTURE AS..." or "SAVE IMAGE AS..." from the menu
3. Change the SAVE IN area to your preferred location
4. (OPTIONAL: you can rename the file here for better organization in keeping up with multiple graphic files)
5. Click the SAVE button to save the image

In PowerPoint®2007

1. Make sure you are in the NORMAL VIEW
2. Go to the slide of your choice
3. Click the INSERT tab on the Ribbon
4. Click the PICTURE button in the "Illustrations" group
5. On the left you can select the location of where your picture(s) are located
6. Select your graphic file and click the OPEN button
7. You can now *move* the graphic and *resize* the graphic accordingly

- **How do I end the presentation with a Black Slide?**
 1. Click the OFFICE button
 2. Click the PowerPoint Options button
 3. Click "Advanced" on the left and scroll down on the right side to the Slide Show section
 4. CHECK the box "End with black slide"
 5. **NOTE:** this slide will not actually print
- **How do I apply Animation Effects?** (Sometimes called "Build Effects" when referring to a bulleted list)
 1. Make sure you are in the NORMAL VIEW
 2. Go to the slide of your choice
 3. Click the ANIMATIONS tab on the Ribbon
 4. Click "Custom Animation" in the Animations group
 5. Select an object on the slide and click the ADD EFFECT button
 6. Select the animation effect(s) of your choice

- **How do I enable Dimming of a previous point?** (Also referred to as "After Animation")
 1. In the effects list, click the drop down arrow next to the effect and select EFFECT OPTIONS
 2. Notice the AFTER ANIMATION area
 3. Change "Don't Dim" to the setting or color of your choice
- **How do I apply Transition Effects?** (The effect you see *between* your slides while running a presentation)
 1. Go to the NORMAL VIEW or SLIDE SORTER VIEW
 2. Click the ANIMATIONS tab on the Ribbon
 3. Select a SLIDE TRANSITION from the "Transition to This Slide" group
 4. Click the "MORE" button to see more at one time
- **How do I change or apply a THEME?** (A color scheme normally used for every slide in the presentation)
 1. Click the DESIGN tab on the Ribbon
 2. Select THEME from the "Themes" group
 3. IGN TEMPLATE...
 4. Click the "MORE" button to see more at one time
- **What about Templates?**
 1. Click the OFFICE button and then NEW
 2. There are a few installed and several Online
- **How do I change views?**
 3. How about that VIEW tab on the Ribbon? ☺
 4. or use the buttons in the lower right screen corner
- **How do I Increase or Decrease bulleted items?**
 1. Put the insertion point at the beginning of the line
 2. TAB key = *Increase* bullet
 3. SHIFT + TAB = *Decrease* bullet
- **How do I get to the Slide Master?** (Adding or changing things for all of your slides)
 1. Click on the VIEW tab on the ribbon
 2. Click on SLIDE MASTER button in the "Presentation Views" group
 3. **NOTE:** there are several options for the types of changes you would like to make on the left pane. Point to the items for a screen tip. Changes to font style, color, size, bullets, line spacing, adding clip art or graphics, animation effects, etc. will apply to all of those types of slides. You can also go to each slide individually and apply various effects, which will override the changes made in the slide master. Also, when you are through, click the "Close Master View" button.

- **What is the 6x6 Rule?**
 1. No more than 6 points per slide
 2. No more than 6 words per point
- **How do I change the Slide Layout?** (Changing the organization of objects that already exist on a slide)
 1. Go to the slide that you want to change
 2. Click the HOME tab on the Ribbon
 3. Click the LAYOUT button in the "Slides" group
- **How do I Add a Slide?**
 1. On the HOME tab, Click the NEW SLIDE button
 2. Select the type of slide that will be added AFTER the slide you are on
- **How do I change the order of my slides?**
 1. Go to the SLIDE SORTER view
 2. CLICK the slide you want to move to select it
 3. DRAG it to the desired location (or cut and paste)
- **How do I Print 6 slides per page?**
 1. Click the OFFICE button, point to PRINT
 2. Click PRINT PREVIEW from the list
 3. In the PRINT WHAT area, change it to HANDOUTS (6 Slides Per Page)
 4. Click the PRINT button from this view to print with these settings
- **What are some Commands that I can use WHILE RUNNING my presentation?** (This will improve your presentation skills)
 - *Next:* spacebar, enter, right arrow, down arrow, page down, N, type the number and enter, Click Left mouse button
 - *Previous:* backspace, left arrow, up arrow, page up, P, type the number and enter, Click Right mouse button (if setting "menu on right click" is UNCHECKED in TOOLS, OPTIONS, VIEW tab)
 - *Pen/Arrow:* Ctrl + P turn on pen, Ctrl +A turn on arrow, Ctrl H to hide arrow, E for erase
 - *Screen Color:* B takes you to a black screen, W takes you to a white screen, pressing the B or W key a second time will return you to your presentation
 - *Cancel:* ESC will cancel a menu or pen. It will also cancel your presentation
- **Where can I find more PowerPoint® 2007 templates?**
 1. officeupdate.microsoft.com/templategallery/
 2. Do a search for "PowerPoint template"
 3. Or go to a SEARCH ENGINE and search for "free PowerPoint templates"

Ahem,... You're welcome! ☺

PowerPoint® 2007 is a registered trademark of the Microsoft Corporation