

Using Microsoft Office 2007 Intermediate PowerPoint Handout

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Intermediate Microsoft PowerPoint 2007

Microsoft Office added many features to its newest presentation application, **PowerPoint 2007**. These features include formatting the slides design and background, themes, slide layouts, drawing objects, graphic images, and charts. All of these features, including animation and timing effects, enhance presentations to give them a more attractive and professional look.


With PowerPoint 2007, the user can work on multiple presentations simultaneously. Learning more about the functions and features of PowerPoint 2007 will give the user more control over the look and functionality of a presentation.


This handout is an intermediate guide to PowerPoint 2007 and contains information about its most frequently used functions and features. Refer to the [Contents](#) page for a general overview of the topics discussed in this document.


Customizing the Quick Access Toolbar

Users may add or remove buttons on the **Quick Access Toolbar**. This feature is particularly useful if there are commands that will be frequently used while developing a presentation. Because the **Quick Access Toolbar** is always visible, customizing it allows the user to avoid scrolling through the tabs on the **Ribbon** to find a frequently used command.

To customize the Quick Access Toolbar:

1. Click the **Customize Quick Access Toolbar** drop-down arrow .

NOTE: Items already visible on the toolbar will be indicated with a check mark . Selecting a checked item on the menu will remove it from the toolbar.

2. Commands can be added to the toolbar by clicking the specific menu item (see Figure 1).
3. If a desired command does not appear in the menu, click the [More Commands...](#) option. The *PowerPoint* Options dialog box opens (see Figure 2).
4. Select a command to be added and click the  button to place the

command on the toolbar ► **OK** button.

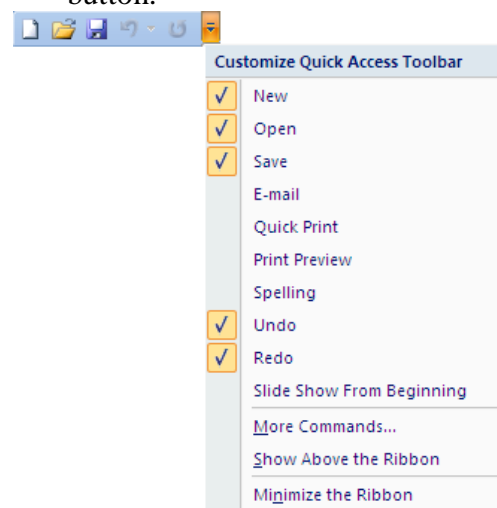


Figure 1 - Customize Quick Access Toolbar Drop-Down Menu

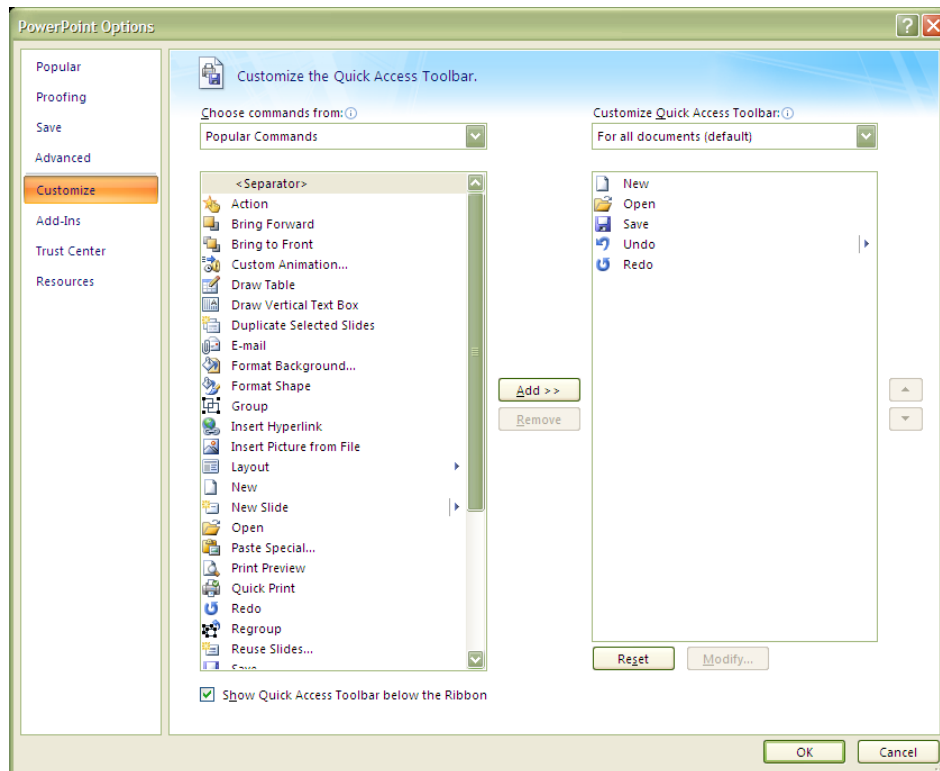


Figure 2 - PowerPoint Options Dialog Box


Working with Design Themes

A design theme gives the presentation a consistent and professional look. A design theme supplies background, color schemes, and text and object formatting and applies a consistent look to all slides in the presentation.

APPLYING A THEME TO AN EXISTING PRESENTATION

With PowerPoint 2007, a theme may be applied to an entire presentation. Additionally, a different design theme may be applied to one or more slides within the presentation without affecting the content of the presentation.

To apply a design theme to all slides:

1. Open the presentation.
2. Select the *Design* tab on the **Ribbon**.
3. Click the *More*  drop-down arrow in the *Themes* group. All themes in the **Themes Quick Style Gallery** will be displayed (see).
4. Click the desired theme.

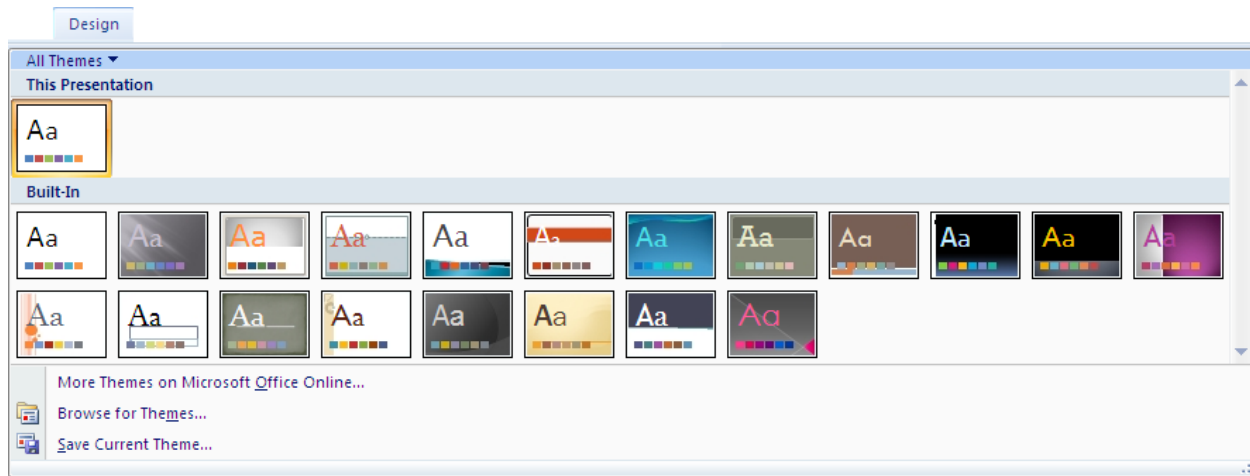



Figure 3 – Themes Group


To change the design theme for selected slides only:

1. Open the presentation.
2. Select the *Design* tab on the **Ribbon**.
3. Select the slide(s) to change in the *Slide and Outline Tab Container*.
 - b. To select multiple adjacent slides, click the first slide of the group, press and hold the **[Shift]** key, click the last slide of the group, release the **[Shift]** key.
 - c. To select multiple nonadjacent slides, click one of the slides, press and hold the **[Ctrl]** key, click the desired slides, and release the **[Ctrl]** key after all desired slides have been selected.
4. Click the **More**  drop-down arrow in the **Themes** group. All themes in the **Themes Quick Style Gallery** will be displayed (see Figure 1).
5. Select the desired theme.
6. Click any slide to deselect all selected slides.

CHANGING THE SLIDE LAYOUT

The slide layout determines how the text and object placeholders are arranged on a slide. Users can change the layout of an existing slide using by selecting from a variety of pre-formatted layouts. When changing the slide layouts, existing slide text may be repositioned according to the new slide layout.

To change a slide layout:

1. Select the slide(s) which needs to be changed in the *Slide and Outline Tab Container*.
2. To select multiple adjacent slides, click the first slide of the group, press and hold the **[Shift]** key, click the last slide of the group. Release the **[Shift]** key.
3. To select multiple nonadjacent slides, click one of the slides, press and hold the **[Ctrl]** key, click the other desired slides in any order. Release the **[Ctrl]** key after all the desired slides have been selected.
4. Select the *Home* tab on the **Ribbon**.
5. Click the **Layout**  drop-down arrow in the *Slides* group. The *Slide Layout* drop-down menu opens (see)
6. Select the desired layout.

NOTE: Live Preview does not function when selecting a slide layout.

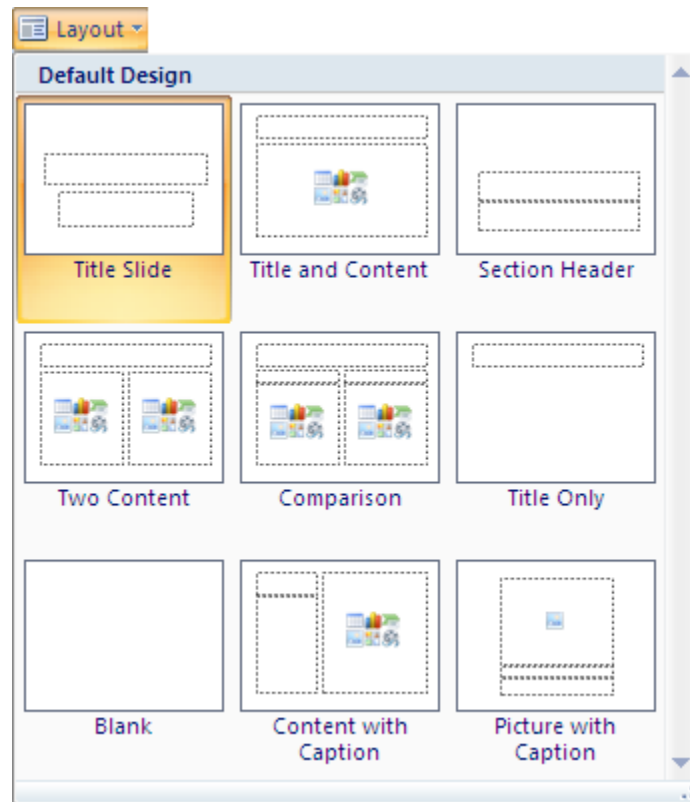


Figure 4 - Slide Layout Drop-Down Menu


Drawing and Modifying Objects on Slides

The user can draw a variety of shapes on a slide. Additionally, once an object has been drawn, users can change the fill color, add text, or otherwise modify an object to give the presentation more visual appeal. For example, if a circle is drawn on a slide, it appears with the default fill color supplied by PowerPoint. The user can modify the fill color to another desired color.

DRAWING AN OBJECT

The categories of objects that may be drawn include lines, rectangles, basic shapes, block arrows, equation shapes, flowcharts, stars and banners, callouts, and action buttons. Each category has several variations of shapes to choose from.

To draw an object on a slide:

1. Select the slide that will contain the object.
2. Select the *Home* tab on the **Ribbon**.
3. Click the **More**  drop-down arrow in the **Drawing** group (see Figure 5). The Shapes drop-down menu will open (see Figure 6).

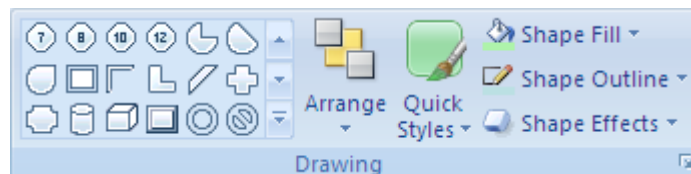


Figure 5 - Drawing Group

4. Click on the shape that will be drawn.
5. Place the cursor over the slide (the shape will change to a +).

- Click and drag until the desired size of the shape is reached; release the mouse. The object will appear on the slide (see for an example of a drawn rectangle).

NOTE: Each object will have three different types of controls called handles (see). The **Object Rotation Handle** rotates the object so that it's oriented at a different angle. The **Bi-Directional Sizing Handle** will simultaneously change the size of the object in two directions. The **Uni-Directional Sizing Handle** will change the size of the object in one direction. To use a handle, click and drag it with the mouse.

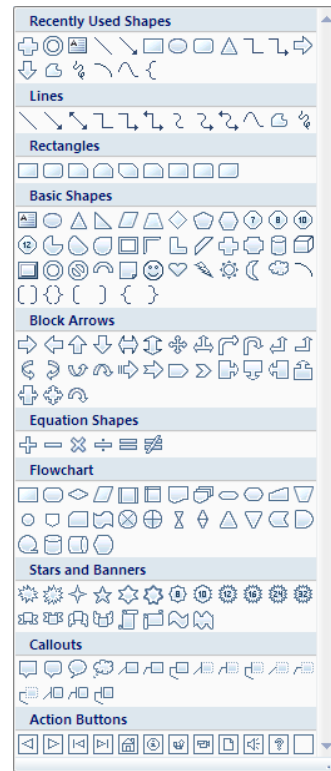


Figure 6 - Shapes Drop-Down Menu

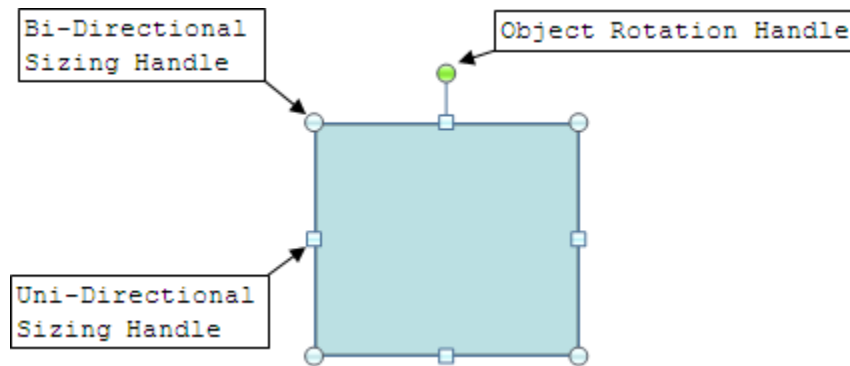


Figure 7 - Object Handles

CHANGING THE FILL COLOR

The user can change the color inside the object. Fill color can be either changed or removed completely.

To remove the fill color:

- Select the object to be modified.
- Select the *Home* tab on the **Ribbon**.
- Click the **Shape Fill** drop-down arrow. The **Shape Fill** drop-down menu opens (see).
- Select the **No Fill** option. The object becomes transparent.

To change the fill color:

1. Select the object to be modified.
2. Select the *Home* tab on the **Ribbon**.
3. Click the **Shape Fill** drop-down arrow. The *Shape Fill* drop-down menu opens (see).
4. Select the fill color from the **Theme Colors**, the **Standard Colors**, or the **Recent Colors** section.

NOTE: If more colors are desired, select the **More Fill Colors...** option and choose a color from the *Colors* dialog box (see).

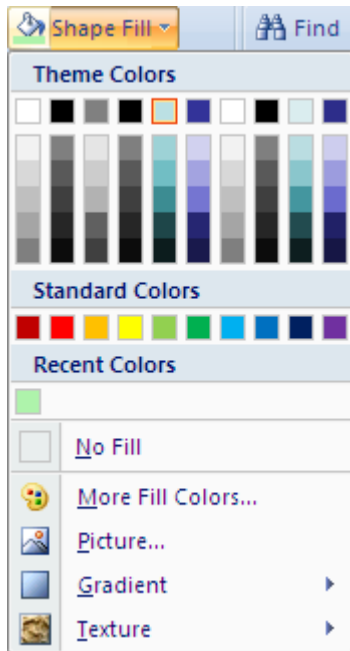


Figure 8 - Fill Color Drop-Down Menu

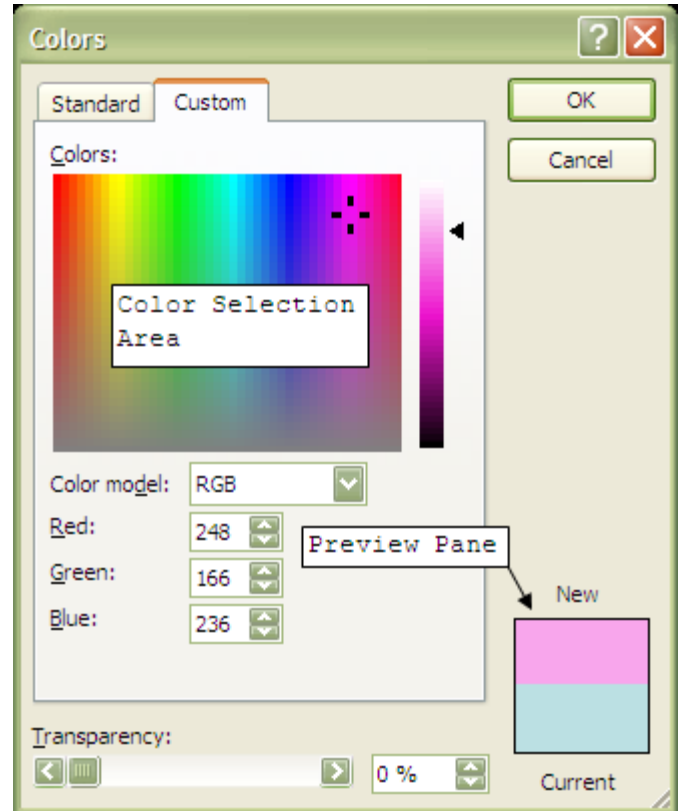


Figure 9 - Colors Dialog Box

CREATING AND MANIPULATING A TEXT BOX

Text boxes offer another way to present information. The user can create text boxes as desired to label objects or graphics, add captions, or create additional notes. The font, font size, alignment, and font style features can be used to format text box content in a variety of ways.

To create a text box:

1. Select the *Insert* tab on the **Ribbon**.
2. Click the **Text Box** button in the *Text* group (see).

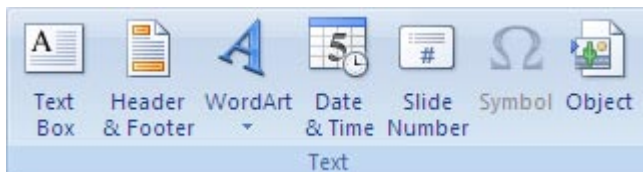


Figure 10 - Text Group

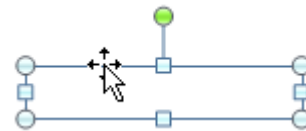


Figure 11 - Repositioning Cursor

3. Position the cursor in the document where the text box is to be created ► left-click and drag to draw the text box. As soon as the mouse is released, the cursor is placed inside the text box.
4. Type the desired text then click outside the text box

To re-position the text box:

1. Click the text box to select it.
2. Move the cursor over one of the text box edges until it changes shape to a four-arrow cross (see Figure 11).
3. Click and drag the text box to its new location.

NOTE: A text box can be resized by first selecting it and then using the sizing handles as described in the Drawing an Object section of this document (see).

To edit the contents of a text box:

1. Right-click the text box to select it.
2. Select the **Edit Text** option. The cursor will be placed in the text box.
3. When editing is complete, click outside the text box.

GROUPING OBJECTS

Grouping is particularly useful when multiple objects are intended to work together. When objects are grouped, they represent as a single item. Applying the same command to a group of objects saves time from changing each item separately. Additionally, grouped objects can be moved as a single object and maintain their spacing and alignment.

To group objects:

1. Hold down either **[Ctrl]** key or the **[Shift]** key and click each object to group.
2. When all objects have been selected, right-click on one of the objects.
3. Select the **Group** option to open the submenu (see Figure 12).
4. Select the **Group** command in the submenu (see Figure 12).

NOTE: If the objects to be grouped are adjacent to one another, simply left-click the mouse and drag a dotted line around the desired objects. The objects will be temporarily grouped. Follow steps 2, 3, and 4 above to group permanently these objects.

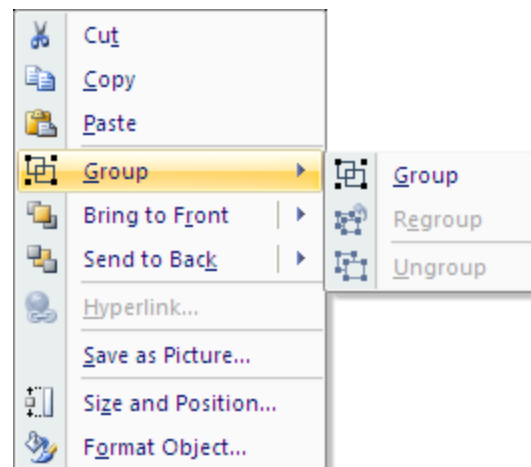


Figure 12 - Object Right-Click Menu

UNGROUPING OBJECTS

To make individual changes to an object that is grouped with other objects, it is necessary to first ungroup objects.

To ungroup objects:

1. Right-click any object in the group.
2. Select the **Ungroup** option to open the submenu (see Figure 12).

3. Select the **Ungroup** command in the submenu (see Figure 12).

Editing Charts

Editing charts in PowerPoint 2007 involves using commands from three tabs in the *Chart Tools* contextual tab on the **Ribbon** (*Design, Layout, and Format*). The tabs are only active when the chart object is selected.

Table 1 – Chart Tools Contextual Tabs and Groups

Tab	Group	Description
Design	Type	Allows changing or selecting chart type
	Data	Manipulation/editing of chart data
	Chart Layouts	Arrangement of chart objects
	Chart Styles	Manage the overall visual style of the chart
Layout	Current Selection	Formatting of individual data items in the chart (also available in the <i>Format</i> tab)
	Insert	Placement of shapes, objects, and images on chart
	Labels	Add labels to different chart elements
	Axes	Manipulation of axes and gridlines
	Background	Borders and background options
	Analysis	Add trend lines, error bars to the data
Format	Shape Styles	Background and font quick style gallery
	Word Styles	Special visual effects for word elements
	Arrange	Alignment, grouping, and chart element rotation
	Size	Chart size on the slide

WORKING WITH CHART DATA

Chart data is stored in an Excel spreadsheet and is composed of columns and rows. The intersection of a row and a column is called a cell. Cells can contain either text or numeric values. A spreadsheet contains all the values used to create a chart.

To add data into a spreadsheet:

1. Select the chart to activate the *Chart Tools* contextual tabs on the **Ribbon**.
2. Select the *Design* tab on the **Ribbon**.
3. Click the **Edit Data** button in the *Data* group. A Microsoft Excel spreadsheet opens with the chart data displayed (see).

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8		To resize chart data range, drag lower right corner of range.					

Figure 13 - Excel Spreadsheet with Chart Data

NOTE: Data Categories are represented along the x-axis while data Series are read along the y-axis.

4. Select a cell either at the end of a data Series or at the end of a data Category and type in the new values. PowerPoint automatically updates the chart with the added data.

NOTE: The user should provide a name for either the new category or the new data series.

To delete data from a spreadsheet:

1. Open the chart data for editing the same as in the previous procedure.
2. Highlight the cells containing the data to be deleted in the spreadsheet.
3. Press the **[Delete]** key to clear the data.

MANIPULATING CHART ELEMENTS

Previous versions of PowerPoint allowed users to customize or manipulate chart elements using a dialog box. PowerPoint 2007 has replaced the *Chart Options* dialog box with the *Chart Tools* contextual tabs. Additionally, the use of the Live Preview feature allows users to see the effect of certain element manipulations (such as formatting and style selections) without having to apply the effect to the chart. To provide the audience with a greater understanding of the chart, the user can display or hide chart titles, axes, gridlines, legends, data labels, and data tables. Some of the more common chart element manipulations are described in this section.

To add or edit the chart title:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Chart Title** drop-down arrow in the Labels group to display the *Chart Title* drop-down menu (see).
4. Selecting either the **Centered Overlay Title** or the **Above Chart** option will add a *Chart Title* text box in the chart (see).
5. Click inside the *Chart Title* text box to edit the chart title.

NOTE: The chart title can be formatted by selecting **More Title Options...** in the *Chart Title* drop-down menu. This opens the *Format Chart Title* dialog box (see) which presents the user with a variety of formatting options.

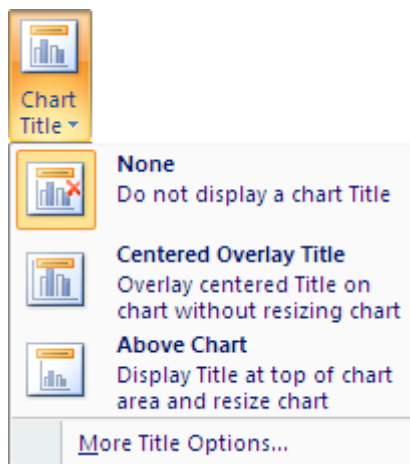


Figure 14 - Chart Title Options



Figure 15 - Chart Title Text Box

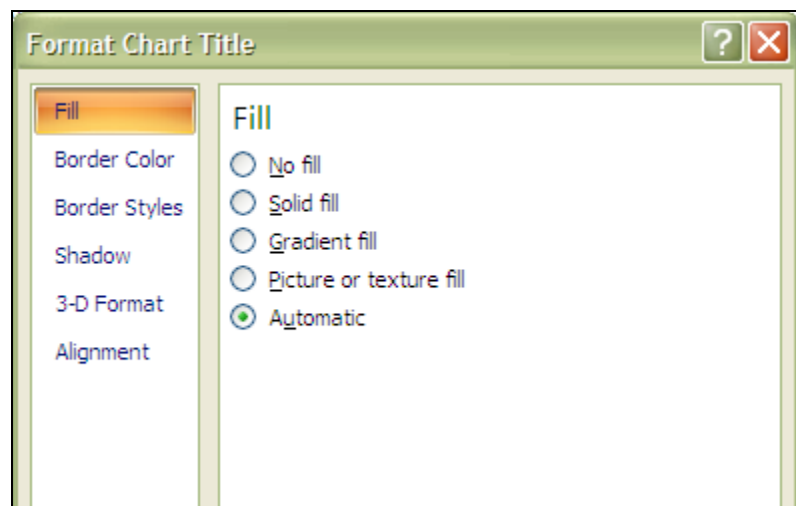


Figure 16 - Format Chart Title Dialog Box

To display or hide axes:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Axis Titles** drop-down arrow in the **Labels** group and select the appropriate axis to display the **Axis Titles** drop-down menu (see and).
4. Selecting a title option will place a text box on the chart in the appropriate location.
5. Click inside the **Chart Title** text box to edit the chart title.



Figure 17 – Horizontal (X) Axis Options



Figure 18 – Vertical (Y) Axis Options

NOTE: The chart axes can be formatted by selecting [More Primary Horizontal Axis Title Options...](#) or [More Primary Vertical Axis Title Options...](#) in the **Axis Titles** drop-down menu. This opens the *Format Axis Title* dialog box which presents the user with a variety of formatting options similar to those in . Formatting options for axes (other than axis title) are discussed in greater detail in the *Formatting Axes* section of this document.

NOTE: “*Doughnut*” and “*pie*” charts do not have axes or gridlines.

To display or hide gridlines:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Gridlines** drop-down arrow in the **Axes** group and select the appropriate gridline orientation to display the **Gridlines** drop-down menu (see and)



Figure 19 - Horizontal Gridline Options



Figure 20 - Vertical Gridline Options

NOTE: The chart axes can be formatted by selecting [More Primary Horizontal Gridlines Options...](#) or [More Primary Vertical Gridlines Options...](#) in the **Gridlines** drop-down menu. This opens the *Format*

Major Gridlines dialog box which presents the user with a variety of formatting options similar to those in .

To show and position the legend:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Legend** drop-down arrow in the *Labels* group and select the appropriate option from the **Legend** drop-down menu (see).



Figure 21 - Legend Drop-Down Menu

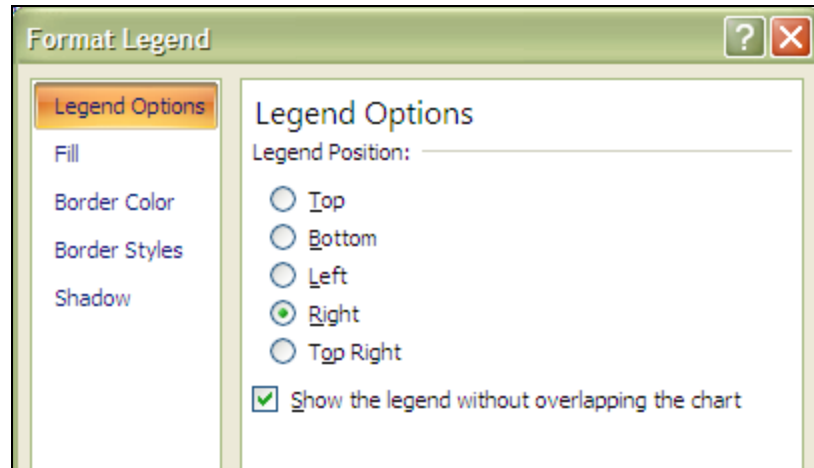


Figure 22 - Format Legend Dialog Box

NOTE: The chart legend can be formatted by selecting [More Legend Options...](#) in the **Legend** drop-down menu. This opens the *Format Legend* dialog box which presents the user with a variety of formatting options (see).

Data labels are a visual enhancement to a chart that allows the viewer to see the actual numeric values applied to each element of the chart (see Figure 23). Labels can be used to provide a means for easier or alternative interpretation of charted data.

To display or hide data labels:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Data Labels** drop-down arrow in the *Labels* group and select the appropriate option from the **Data Labels** drop-down menu (see Figure 24).

NOTE: The data labels can be formatted by selecting [More Data Label Options...](#) in the **Data Labels** drop-down menu. This opens the *Format Data Labels* dialog box which presents the user with a variety of formatting options (see Figure 25).

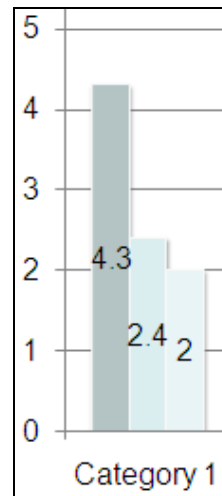


Figure 23 - Charted Data with Data Labels

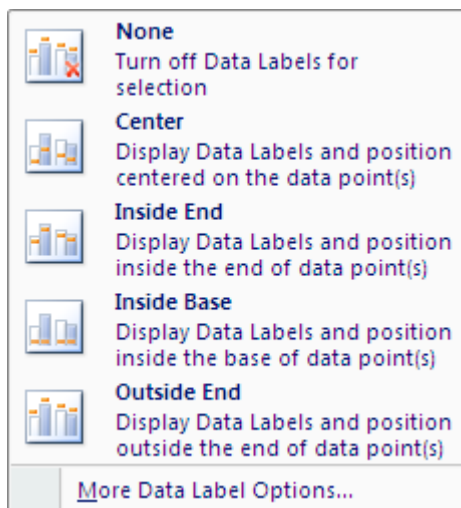


Figure 24 - Data Labels Drop-Down Menu

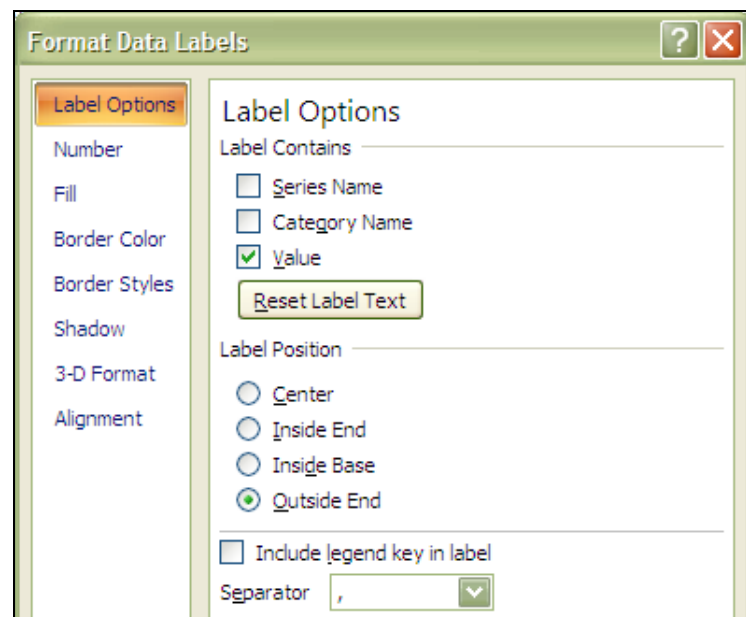


Figure 25 - Format Data Labels Dialog Box

Adding a data table to a chart will let the viewer see all of the data in both numeric and charted form (see Figure 26).

To add the data table:

1. Click anywhere within the chart to select it. This activates the *Chart Tools* contextual tabs.
2. Select the *Layout* tab.
3. Click the **Data Table** drop-down arrow in the *Labels* group and select the appropriate option from the **Data Table** drop-down menu (see).

	Category 1	Category 2
Series 1	4.3	2.5
Series 2	2.4	4.4
Series 3	2	2

Figure 26 - Chart Data Table

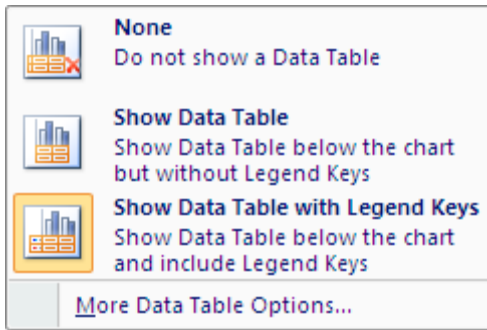


Figure 27 - Data Table Drop-Down Menu

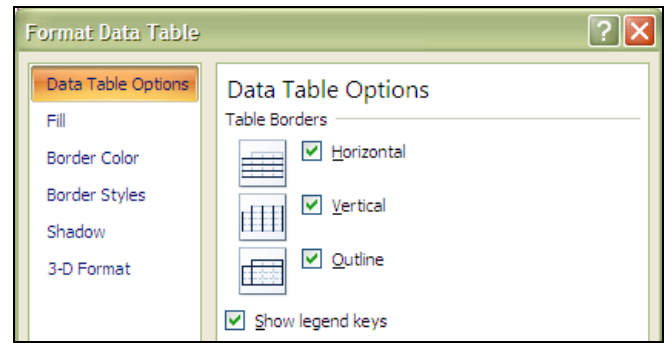


Figure 28 - Format Data Table Dialog Box

NOTE: The data labels can be formatted by selecting [More Data Table Options...](#) in the *Data Table* drop-down menu. This opens the *Format Data Table* dialog box which presents the user with a variety of formatting options (see).

FORMATTING AXES

There are several options formatting an axis including displaying and formatting tick marks, determine the location at which the value (vertical or y) axis and the category (horizontal or x) axis cross, and adjusting the scale of the axis. Formatting options will be different, depending on the axis selected, but the dialog boxes for each axis have the same categories (see Table 2).

Table 2 - Format Axis Dialog Box

Tab	Description
Axis Options	Settings for axis scale, tick marks, and other axis intercept
Number	Formatting options for numeric scales
Fill	Background fill color for each axis value
Line Color	Color of the axis line
Line Style	Formatting options for the axis line (excluding line color)
Shadow	Shadow effect for axis values
3-D Format	Different 3-D orientation options
Alignment	Text direction and alignment options

To format tick marks:

1. Right-click the relevant axis.
2. Select [Format Axis...](#) from the menu. The *Format Axis* dialog box opens (see Figure 29 or Figure 30).
3. Click the [Major tick mark type:](#) drop-down arrow and select the major tick mark type.
4. Click the [Minor tick mark type:](#) drop-down arrow and select the minor tick mark type ► [Close](#) button.

NOTE: The number of major tick marks on the horizontal axis will depend on the number of categories in the data set. The number of major tick marks on the vertical axis will depend on the scale of the axis, which is determined by the values in the [Minimum:](#) and [Maximum:](#) text boxes and the value in the [Major unit:](#) text box.

NOTE: The number of minor tick marks on the horizontal axis will be twice the number of categories in the data set. The number of minor tick marks on the vertical axis will depend on the incremental value in the [Minor unit:](#) text box.

To change the scale of the value (y) axis:

1. Right-click the value (y) axis.
2. Select [Format Axis...](#) from the menu. The *Format Axis* dialog box opens (see Figure 30).

3. Click the **Fixed** option buttons to activate the **Minimum:** and **Maximum:** text boxes.
4. Enter the new scale in the **Minimum:** and **Maximum:** text boxes ► **Close** button.

To adjust the alignment of axis labels:

1. Right-click the relevant axis.
2. Select **Format Axis...** from the menu. The *Format Axis* dialog box opens (see Figure 29 or Figure 30).
3. Click the **Vertical alignment:** drop-down arrow (see Figure 31) and select the appropriate option from the drop-down menu (see Figure 32).
4. Click the **Text direction:** drop-down arrow (see Figure 31) and select the appropriate option from the drop-down menu (see Figure 33).

NOTE: Text angle on axis labels can be set at any angle by clicking the up or down arrows in the **Custom angle:** spin box (see Figure 31).

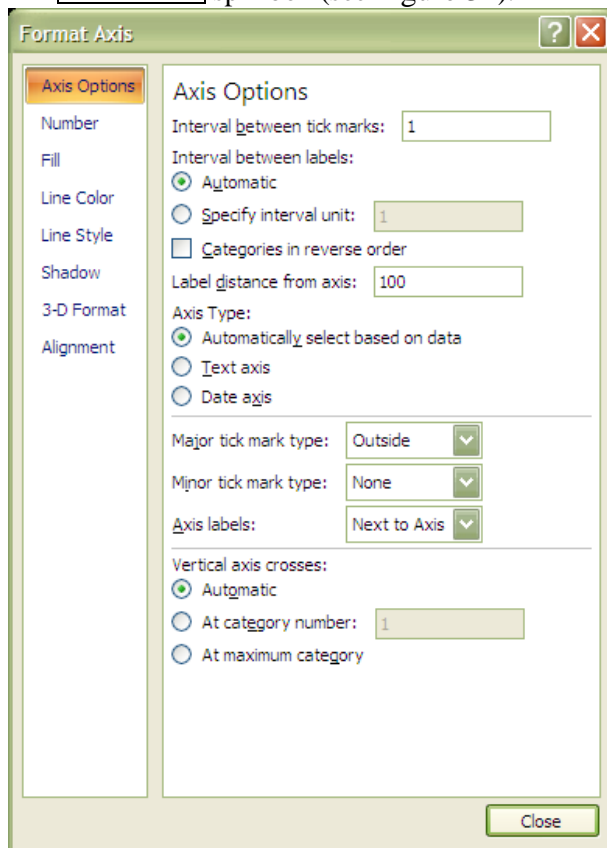


Figure 29 - Horizontal Axis Options

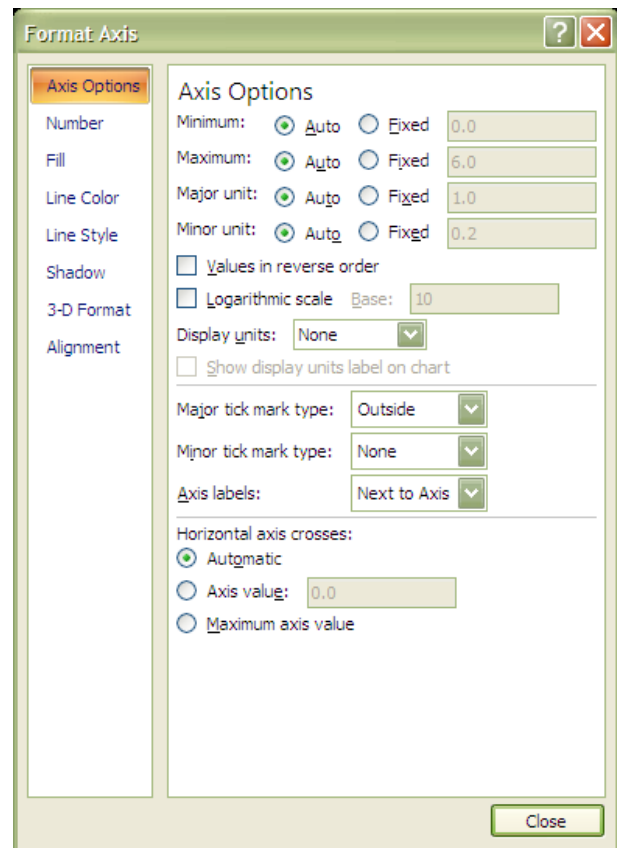


Figure 30 - Vertical Axis Options

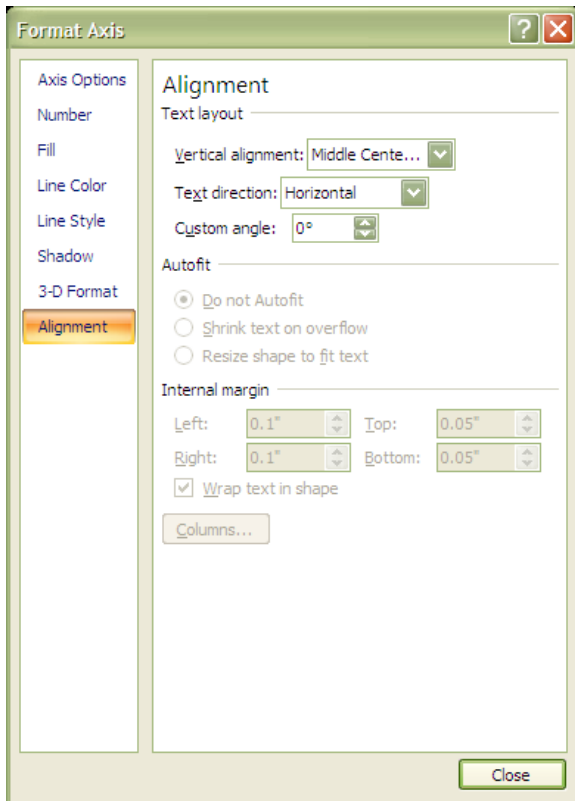


Figure 31 - Axis Alignment Options

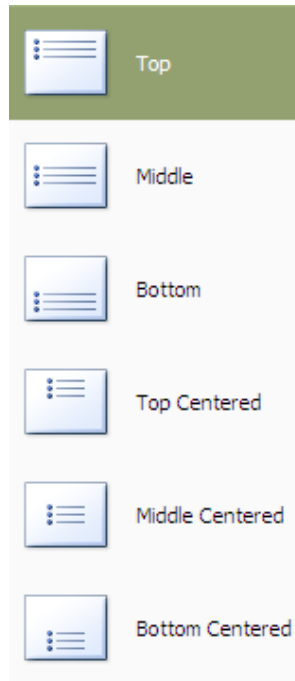


Figure 32 - Vertical Alignment Options

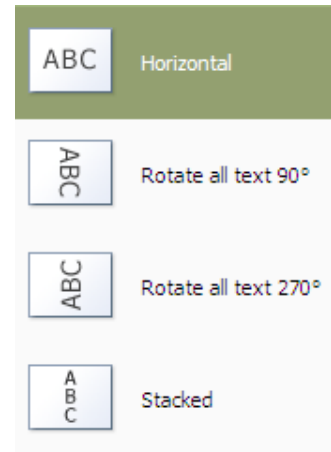


Figure 33 - Text Direction Options

ADDING DRAWN OBJECTS TO A CHART

Supplemental information can be placed in a chart in the form of a drawn object or text. After inserted the items, PowerPoint allows the user to format, resize, move, or reposition the drawing objects and text. Objects are drawn and manipulated the same was as discussed in the Drawing and Modifying Objects on Slides section of this document.

Advanced Set Up Techniques

Techniques are available in PowerPoint that allows a user to control how the slide show performs and the information available to the user. Slide timing can be automated to coincide with the presenter. Notes can also be added to each slide that will assist the presenter to remember key points for each slide. If necessary, slides within the presentation can be hidden.

SETTING UP THE SLIDE SHOW

By default, a slide show advances to the next slide when the user clicks the mouse button. However, the slide show can be set to automatically advance the slides after an assigned period of time. This feature is helpful when a self-running presentation is required, or when it is inconvenient to advance the slide show manually. The *Set Up Show* dialog box () contains many of the options for setting up a slide show.

To open the Set Up Show dialog box:

1. Select the *Slide Show* tab on the **Ribbon**.
2. Click the **Set Up Slide Show** button in the *Set Up* group (see).

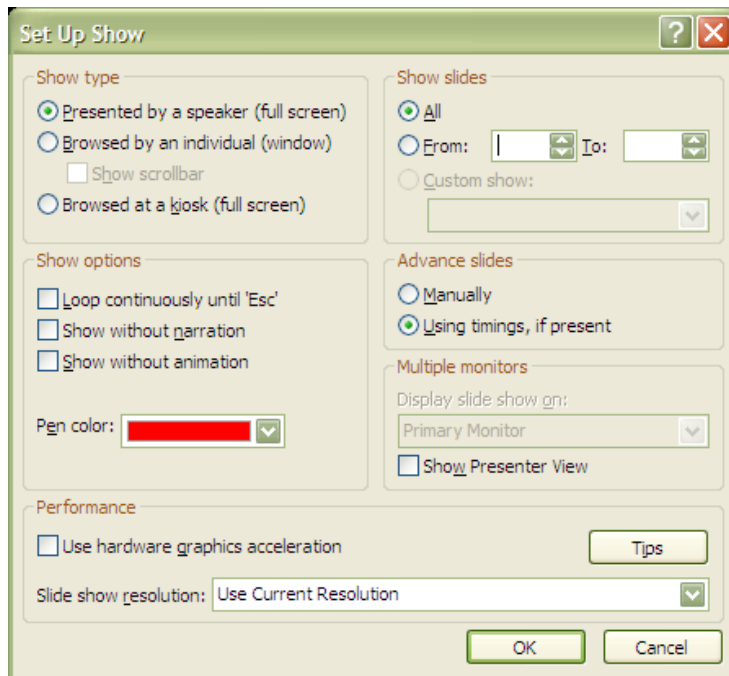



Figure 34 - Set Up Show Dialog Box



Figure 35 - Set Up Group

NOTE: It is recommended that the slide show be set up while in the **Slide Sorter** view. This view provides the user with the ability to view multiple slides at the same time. To switch to **Slide Sorter** view, click the **Slide Sorter View** button  on the lower right corner of the **PowerPoint** window.

The *Show type* section of the dialog box determines whether the slide show will be run in a full screen or if it should be displayed within a window. If the slide show is displayed within a window, then the **Title Bar** and the **Task Bar** will be displayed. In the full screen mode, only the slide show is visible.

The *Show options* section of the dialog box controls features such as whether or not the slide show will loop, that is, at the end of the slide show, the first slide will be displayed again instead of the slide show ending. Other options allow the user to run the slide show without narration or without animation (if either is present).

The *Show slides* section allows the user to show all of the slides or to select a range of slides within the presentation. Depending on the audience, the presenter may choose to present only a portion of the slides.

The *Advance slides* section allows the user to determine how the slides are advanced while the slide show is running. Most users will typically advance the slides manually, but there is a section to advance the slides automatically based on whether recorded timings are present.

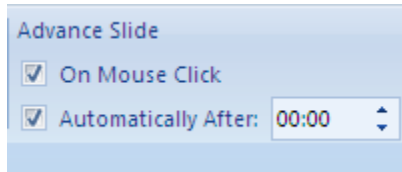


Figure 36 - Automatic Advance Slide Control

To advance slides automatically:

1. Switch to **Slide Sorter** view.
2. Select the *Animations* tab on the **Ribbon**.
3. Select the slides that will automatically advance.

NOTE: If all slides will automatically advance after the same amount of time, select all slides by pressing the **[Ctrl]+[a]** key combination.

4. In the *Transition to This Slide group*, check the **Automatically After:** check box and set the time in the spin box (see). When the slide show is run, those slides with timings will automatically advance at the end of the specified time.

USING REHEARSED TIMINGS

Another feature that is available to advance slides automatically is the rehearsed timings option. Users can rehearse a presentation to make sure that it fits within a certain time frame. While rehearsing, the slide timing feature is used to record the time needed to present each slide, and then use the recorded times to advance the slides automatically when the presentation is given to an actual audience.

To rehearse the slide transition:

1. Select the *Slide Show* tab on the **Ribbon**.
2. Click the **Rehearse Timings** button in the *Set Up* group. The slide show will begin with the **Rehearsal Toolbar** open (see Figure 37).
3. On the **Rehearsal Toolbar**, click the appropriate buttons to record the appropriate timings (see Table 3).
4. After the last slide has displayed for the desired number of seconds, press the **[Esc]** key. The *Microsoft PowerPoint* message box appears (see).
5. Click the **Yes** button to retain the recorded slide duration times, or click the **No** button to cancel the current settings.

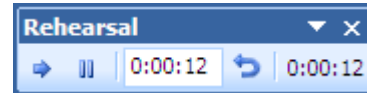







Figure 37 - Rehearsal Toolbar

Table 3 - Rehearsal Toolbar Buttons

Control	Command	Description
	Next	Advances to the next slide
	Pause	Pauses the timer
	Timer	Times the elapsed time of current slide
	Repeat	Resets the timer for the current slide
	Timer	Times the Elapsed time of the entire slide show

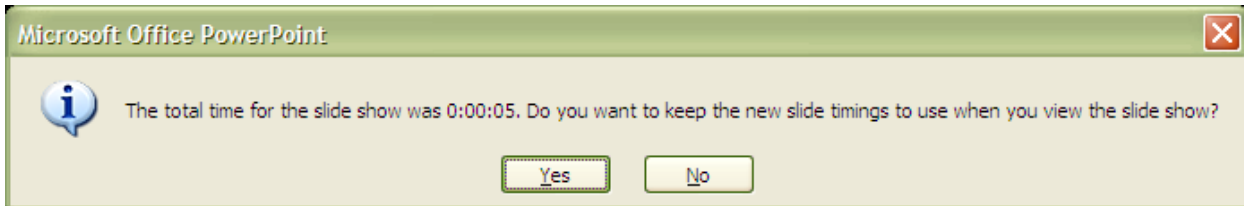


Figure 38 - Rehearsal Time Message Box

NOTE: By default, the Using timings, if present option button on the *Set Up Show* dialog box automatically selected (see). If the rehearsal timings were saved, the next time the slide show is run the slides will advance automatically according to the rehearsed timings.

PREPARING AND USING SLIDE NOTES

Notes can be added to each slide to provide reminders to a presenter about key points that need to be mentioned on each slide or a prompts for different activities that will be conducted during a presentation. When a presentation is running, notes will not be visible. Instead, a print option is available that prints all notes associated with each slide.

To prepare slide notes:

1. In **Normal** view, select the slide where notes will be added.
2. Click inside the **Notes Pane** (see).
3. Type the notes.

NOTE: If the user wants more of the **Notes Pane** to be visible, place the cursor over the top of the pane as in and click and drag the frame divider to expand the pane.

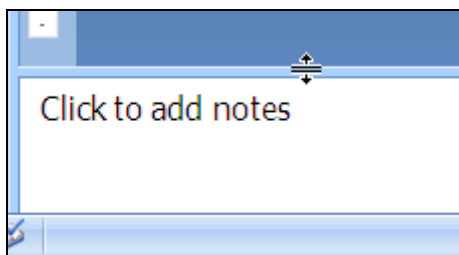


Figure 39 - Notes Pane

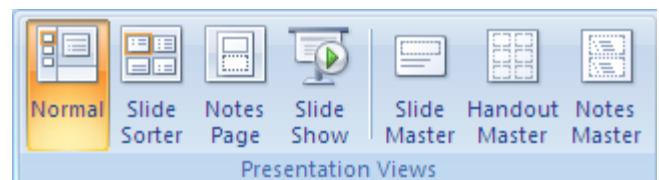




Figure 40 - Presentation Views Group

To preview slide notes:

1. Select the slide to preview
2. Select the *View* tab on the **Ribbon**
3. Click the **Notes Page** button in the *Presentation Views* group (see). The slide will open in a preview window.

4. When done previewing the notes, click the **Normal** button in the *Presentation Views* group.

NOTE: Slides can be advanced in the preview window by clicking the **Advance**  or **Go Back**  buttons on the *Vertical Scroll Bar*.

To print slide notes:


1. Click the **Office Button**.
2. Click the **Print** button. The *Print* dialog box opens.
3. Click the **Print what:** drop-down arrow and select *Notes Pages*.

NOTE: Only one slide and its associated notes will print on each page.

HIDING SLIDES

There may be times when the user does not want to show the audience all the slides in a presentation. In that case it is possible to hide one or more slides.

To hide a slide:

1. Switch to the **Slide Sorter** view.
2. Right-click the slide to be hidden.
3. Select the **Hide Slide** option. A rectangle with a null sign “\” through the slide number will appear (e.g., )

To unhide a slide:

1. Switch to the **Slide Sorter** view.
2. Right-click the hidden slide.
3. Select the **Hide Slide** option. The rectangle with a null sign “\” disappears, making the slide viewable.

Editing Multiple Presentations

The user can simultaneously display and edit several presentations in the PowerPoint 2007 window while using the **Normal** and **Slide Sorter** views (but not in the **Slide Show** view). It may occasionally be necessary to reuse slides or objects on slides from other presentations. PowerPoint 2007 makes it easy for the user to view multiple presentations and to reuse slides.

VIEWING MULTIPLE PRESENTATIONS

There is no limit on the number of presentations that can be opened simultaneously. PowerPoint allows for viewing multiple presentations all at the same time. All of the functions in the application are available when viewing multiple presentations.

To view multiple presentations:

1. Open more than one presentation.
2. Select one presentation to be the active presentation by clicking it in the **Task Bar**.
3. Select the *View* tab on the **Ribbon**.
4. Click the **Arrange All** button in the *Window* group (see Figure 41).

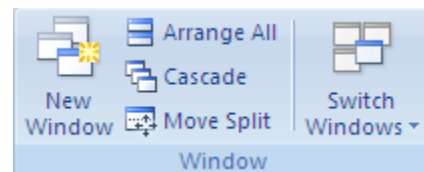



Figure 41 - Window Group

NOTE: The single presentation view is restored by clicking the **Maximize** button  in the upper right corner of any of the open presentations.

REUSING SLIDES BETWEEN PRESENTATIONS

Sometimes the user may need a slide that is similar to or the same as other slides in another presentation. Reusing (copying) a slide from another presentation will save the time of recreating the same slide. If the reused slide uses a different color scheme or design theme, the copied slide will adopt the formatting in the current presentation unless this feature is overridden.

To reuse between presentations:

1. Select the **Home** tab on the **Ribbon**.
2. Click the **New Slide** drop-down arrow in the **Slides** group. The **New Slide** drop-down menu opens (see Figure 42).
3. Select the **Reuse Slides...** option. The **Reuse Slides** task pane opens (see Figure 43).
4. Click the **Browse** drop-down arrow to open the Browse drop-down menu (see Figure 44).
5. Select the **Browse File...** option. The **Browse** dialog box opens (see Figure 45).

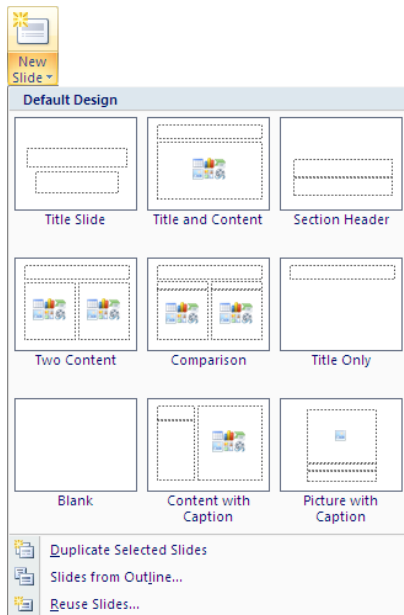


Figure 42 - New Slide Drop-Down Menu

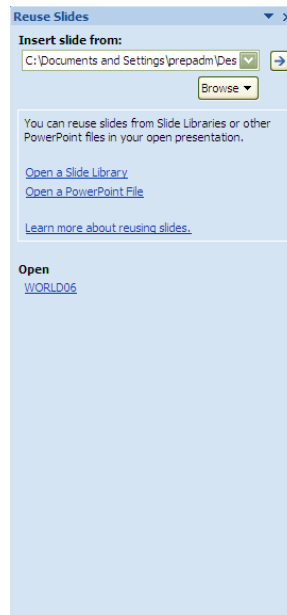


Figure 43 - Reuse Slides Task Pane

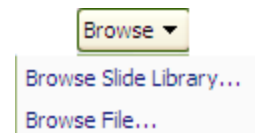


Figure 44 - Browse Drop-Down Menu

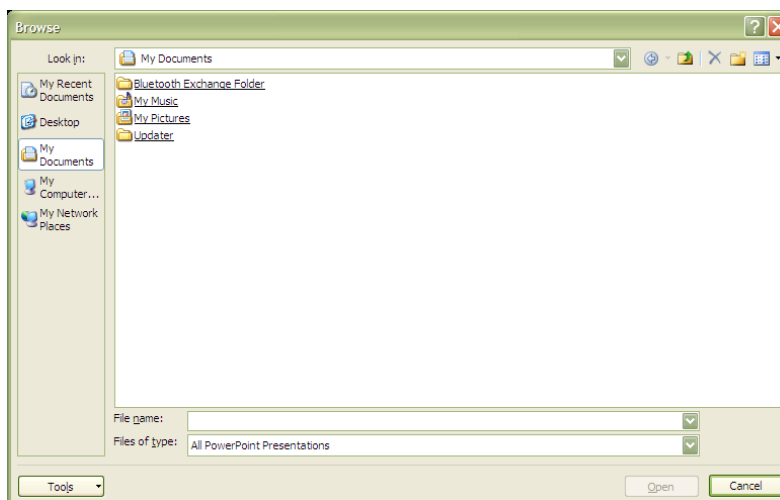


Figure 45 - Browse Dialog Box

- Navigate to the drive/folder where the presentation is located and open it. The slides in the second presentation will be visible in the **Reuse Slides** task pane (see Figure 46).

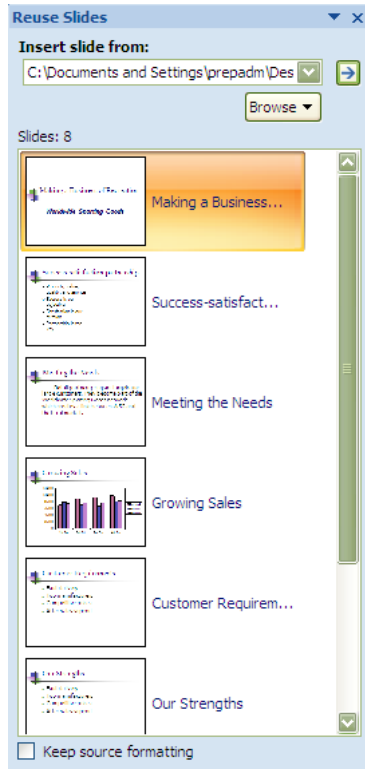


Figure 46 - Reuse Slides Task Pane

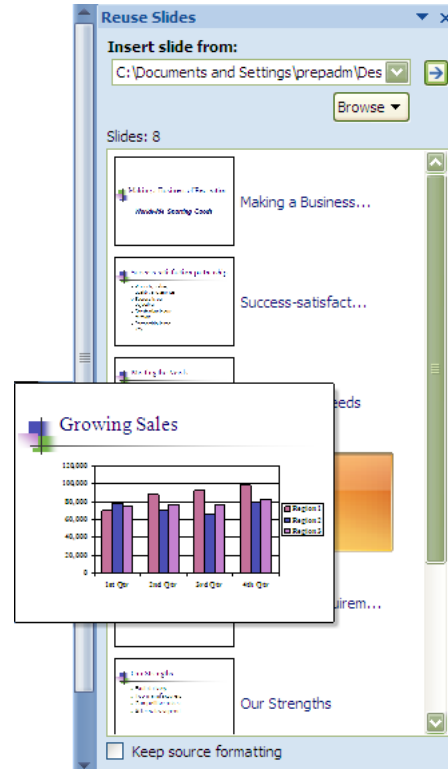


Figure 47 - Slide Balloon

- Place the main presentation in **Slide Sorter** view and click between the slides where the slide will be inserted. A blinking cursor line will be visible.
- Scroll down the **Reuse Slides** task pane until the inserted slide is found. When the mouse is hovered over the slide, a balloon image of the slide will appear (see Figure 47).
- Click the slide and it will be inserted into the active presentation and the theme (if any) will be applied to it.
- When all slides have been reused, close the **Reuse Slides** task pane.

NOTE: Clicking the **Keep source formatting** check box will preserve the original formatting and theme of the inserted slide.

NOTE: If the user wants to copy a specific object from a slide and use it in the active presentation, open and view the source presentation as described in the previous section and use the **Copy** and **Paste** functions of the PowerPoint application to use a copy of the object.

Using PowerPoint Masters

For additional control over the presentation, PowerPoint 2007 uses master formats, which are used to format the defaults forms of output (slides, handouts, and notes). With these masters, the user can determine the default formatting and placement of objects such as titles, footers, bullets, etc.

MANAGING THE SLIDE MASTER AND SUBORDINATE MASTERS

The Slide Master designs and manages the overall look of all the slides in the presentation. With the Slide Master, the user can modify the design theme, the text formatting (such as font, font

size, and color), graphic images, and attributes (such as underlining and bullet style). The formatting that is defined in the Slide Master applies to each slide in the presentation. The user can make changes to the Slide Master whenever necessary.

Previous versions of PowerPoint used a Slide Master and a Title Master. The Title Master was only for the first slide in a presentation and the Slide Master was used for all other slides. PowerPoint 2007 has expanded the concept of the Slide Master and now utilizes a hierarchy of masters (see). At the top of the hierarchy is the Slide Master. If changes are made to the Slide Master, PowerPoint automatically updates all slides in the presentation and applies the changes to any new slides inserted.

Directly beneath the Slide Master are the subordinate Title Master and the subordinate Layout Masters. Any changes made to the Slide Master will carry over to all subordinate Masters. However, changes made to an individual subordinate Layout Master (including the subordinate Title Master) will only be applied to those slides in the presentation that utilize that layout. If a new slide is inserted into the presentation and uses a layout (see Figure 42) where the Layout Master was modified, then those changes will be reflected in the new slide.

NOTE: The exception to this is editing or application of a theme. If the theme is applied to a subordinate Master or modified, then the theme will carry over to all slides.

Although the Slide Master dictates the default formatting for new slides, the user can modify the formatting of any individual slide. Modified slides will maintain their formatting except if the Slide Master or the relevant Layout Master is changed later. The information in the Slide Master is applied to all slides regardless of the layout selected in the *New Slide* drop-down menu (see Figure 42).

To format the Slide Master:

1. Select the *View* tab on the **Ribbon**
2. Click the **Slide Master** button in the *Presentations Views* group. The view switches to Slide Master editing with the hierarchy displayed in the **Slide Pane** (see Figure 48).

NOTE: PowerPoint will automatically select the subordinate Layout Master for the slide that was selected in the presentation. is the Slide Master.

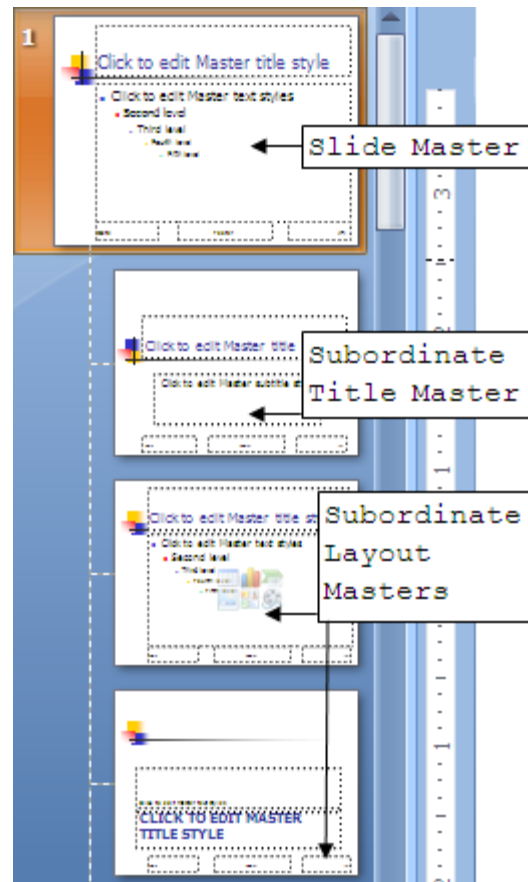


Figure 48 - Slide Master Hierarchy

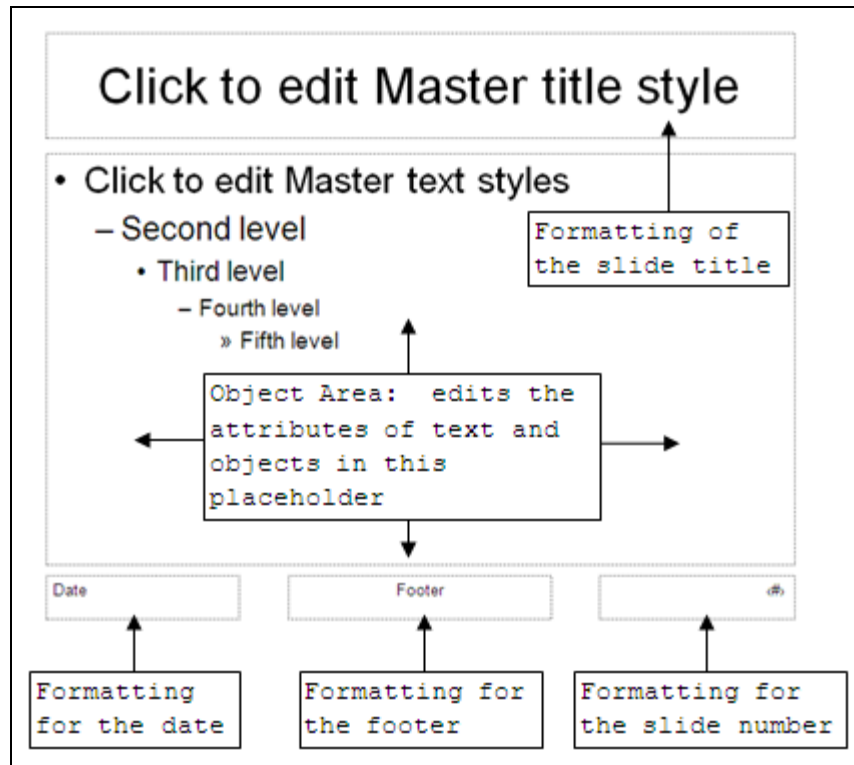


Figure 49 - Slide Master

3. Select the Slide Master (see and).
4. Click a placeholder to select it.
5. Format the text or object as desired.
6. Select the *Slide Master* tab on the **Ribbon**.
7. Click the **Close Master View** button in the *Close* group.

To insert additional information on the Slide Master:

1. Switch to Slide Master editing as described above and select the Slide Master.
2. Select the *Insert* tab on the **Ribbon**.
3. Click the **Header & Footer** button in the *Text* group. The *Header and Footer* dialog box opens (see).
4. Click the *Slide* tab on the dialog box.

NOTE: Clicking the **Date & Time** button or the **Slide Number** button in the *Text* group will open the same dialog box.

5. Clicking the **Date and time** check box will include a date in the Date object on the Slide Master.

NOTE: Users have the option to include a fixed date that will never change unless edited or to have the date updated automatically based on the computer's system date. Those options will not be selectable unless the **Date and time** check box is selected.

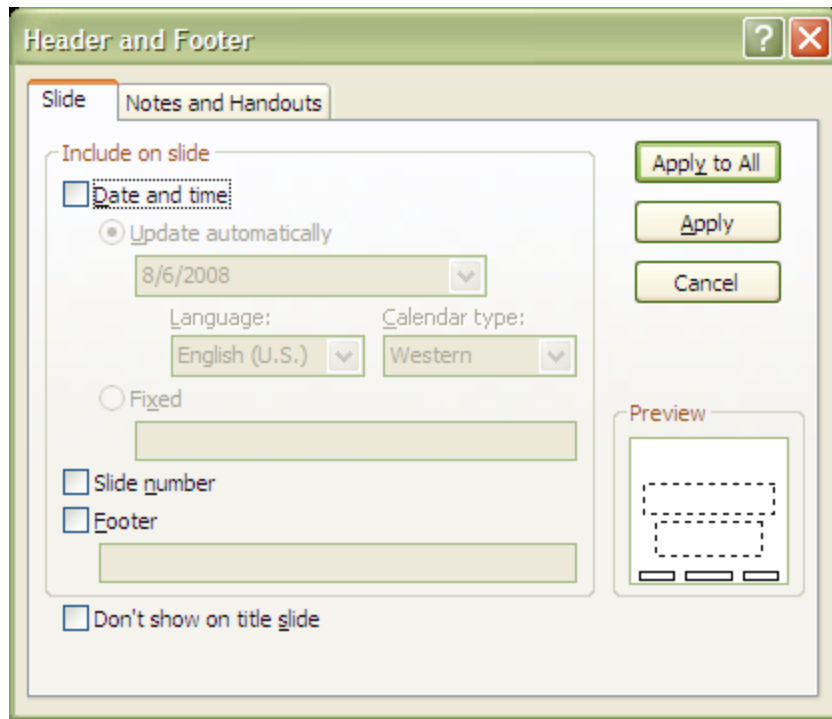


Figure 50 - Header and Footer Dialog Box

- 6. Clicking the **Slide number** check box will insert a slide number on every slide in the presentation.
- 7. Clicking the **Footer** check box will place a footer on each slide. The text of the footer can be edited in the text box immediately below the **Footer** check box that and be active after the check box is selected.

NOTE: If the user does not want the information selected here to be shown on the title slide in the presentation, then the **Don't show on title slide** check box should be selected.

- 8. When modifying the Slide Master, clicking the **Apply** button or the **Apply to All** button will apply modifications to all slides.

NOTE: The **Date**, **Footer**, and **Page Number** placeholders are selectable by clicking inside them. Users are able to type information into them, but the information will not be visible unless the **Header and Footer** dialog box is opened and the appropriate check box selected.

MANAGING THE HANDOUT MASTER

The user can print out a presentation in various formats; as individual slides or with a variable number of slides on each page. Pages can be printed with one, two, three, four, six, or nine slides on a page. When the user prints three slides per page, the handout inserts lines for convenient note taking.

The Handout Master determines the layout and format of the handouts. The master can contain supplementary information such as a header, footer, date/time, and/or slide number.

To switch to the Handout Master view and modify the Handout Master layout:

1. Select the **View** tab on the **Ribbon**.
2. Click the **Handout Master** button in the **Presentations Views** group. The view switches to Handout Master editing (see Figure 51).

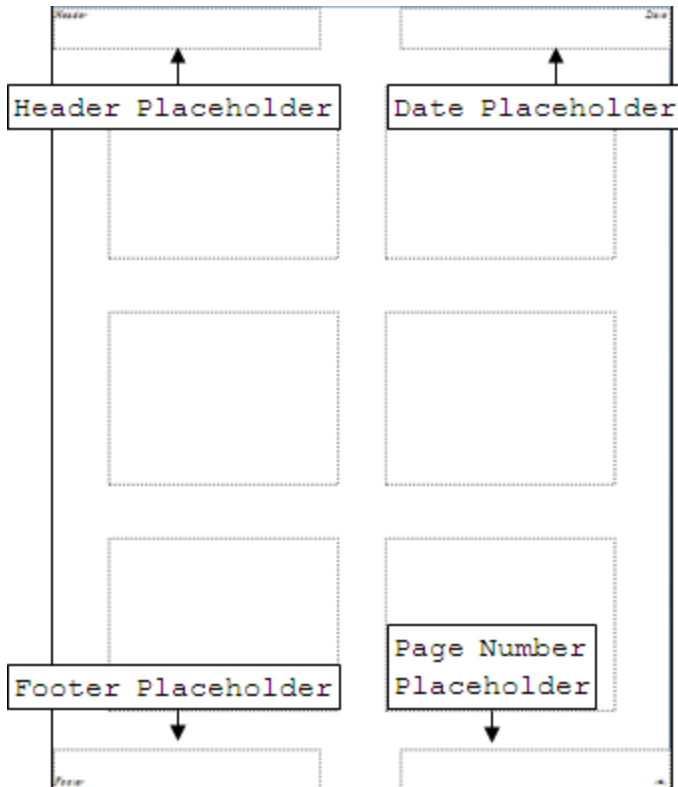


Figure 51 - Handout Master

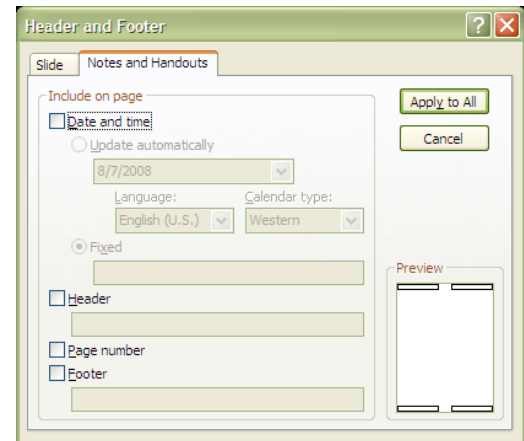


Figure 52 - Header and Footer Dialog Box

3. Select the *Insert* tab on the **Ribbon**.
4. Click the **Header & Footer, Date & Time, or Slide Number** button. The *Header and Footer* dialog box opens (see Figure 52).
5. If necessary, select the *Notes and Handouts* tab.
6. Clicking the **Date and time** check box will include a date in the Date object on the Handout Master.

NOTE: Users have the option to include a fixed date that will never change unless edited, or to have the date updated automatically based on the computer's system date. Those options will not be selectable unless the **Date and time** check box is selected.

7. Clicking the **Header** check box will place a header on each page of the printed handout. The text of the header can be edited in the text box immediately below the **Header** check box and will be active after the check box is selected.
8. By default, the **Page number** check box is selected and will print the page numbers on each page of the printed handout. If page numbers are not desired, deselect the check box.
9. Clicking the **Footer** check box will place a footer on each slide. The text of the footer can be edited in the text box immediately below the **Footer** check box that will be active after the check box is selected.
10. Click the **Apply to All** button to apply the feature(s).
11. To return to the presentation, select the *Handout Master* tab on the **Ribbon** and click the **Close Master View** button in the *Close* group.

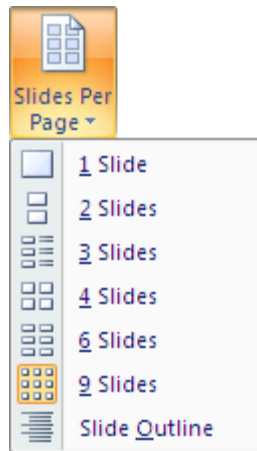


Figure 53 - Slides Per Page Drop-Down Menu

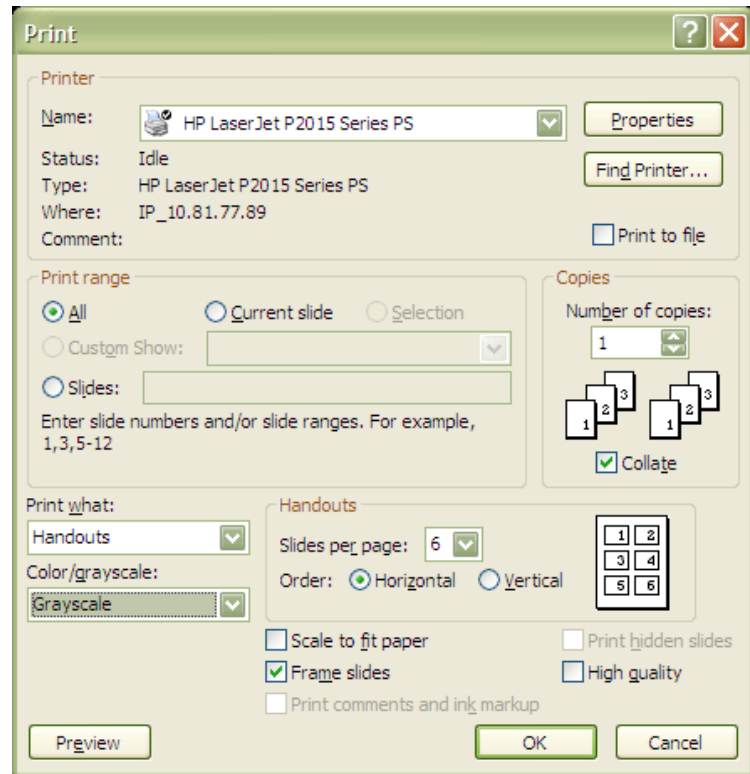


Figure 54 - Print Dialog Box

NOTE: The number of slides per printed page can varied while in Handout Master View by selecting the *Handout Master* tab on the **Ribbon** and clicking the *Slides Per Page* drop-down arrow in the *Page Setup* group. This is only for purposes of viewing the layout while making modifications. Varying the number of slides per printed page can only be accomplished by opening the *Print* dialog box (see Figure 54), selecting “*Handouts*” in the **Print what:** drop-down menu, and adjusting the number of slides per page from the **Slides per page:** drop-down menu. The default value is six.

MANAGING THE NOTES MASTER

Notes that were added to slides in the *Preparing* and *Using Slide Notes* section of this document can be printed (along with their associated slide) for use by a presenter to make sure all key points are discussed during a presentation. The Notes Master provides a way to manage the layout of printed notes/slide pages. Notes are printed by opening the *Print* dialog box (see Figure 54) and selecting “*Notes Pages*” in the **Print what:** drop-down menu.

To switch to the Notes Master view and modify the Notes Master layout:

1. Select the *View* tab on the **Ribbon**.
2. Click the **Notes Master** button in the *Presentations Views* group. The view switches to Notes Master editing (see).

NOTE: The Notes Master contains an additional placeholder for formatting the slide notes.

3. Select the *Insert* tab on the **Ribbon**.
4. Click the **Header & Footer, Date & Time, or Slide Number** button. The *Header and Footer* dialog box opens (see).
5. If necessary, select the *Notes and Handouts* tab.

6. Clicking the **Date and time** check box will include a date in the Date object on the Notes Master.

NOTE: Users have the option to include a fixed date that will never change unless edited, or to have the date updated automatically based on the computer's system date. Those options will not be selectable unless the **Date and time** check box is selected.

7. Clicking the **Header** check box will place a header on each page of the printed handout. The text of the footer can be edited in the text box immediately below the **Header** check box that will be active after the check box is selected.
8. By default, the **Page number** check box is selected and will print the page numbers on each page of the printed notes. If page numbers are not desired, deselect the check box.
9. Clicking the **Footer** check box will place a footer on each slide. The text of the footer can be edited in the text box immediately below the **Footer** check box that will be active after the check box is selected.
10. Click the **Apply to All** button to apply the feature(s).
11. To return to the presentation, select the *Notes Master* tab on the **Ribbon** and click the **Close Master View** button in the *Close* group.

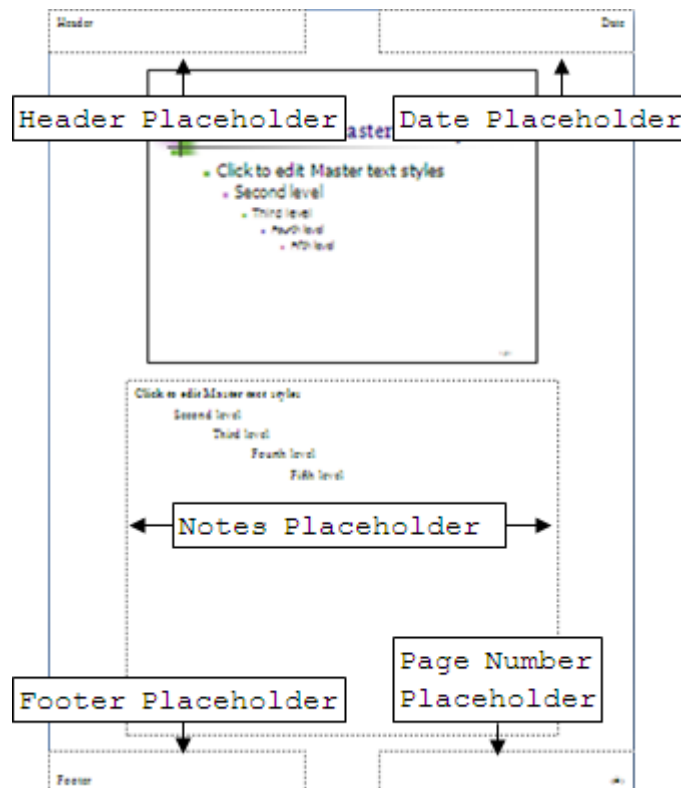


Figure 55 – Notes Master