

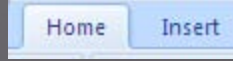


# Creating a Power Point Using Office 2007

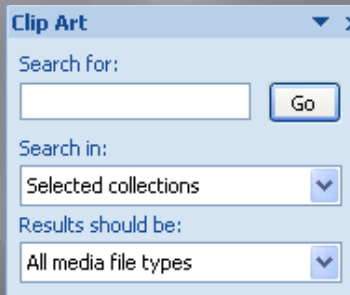
<http://office.microsoft.com/en-us/powerpoint-help/create-a-basic-presentation-in-powerpoint-2007-HA010194282.aspx?CTT=1>

# Getting Started

- Locate and save any pictures you want to use for your power point.
- Google.com Images is a great place to look for pictures
- To save a picture open it, then right click on the picture, and save picture as. Give your picture a name and place it in your my picture folder.
- Remember any pictures or other information you use must be cited as a source.
- Make sure you give credit for work that is not your own.


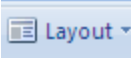
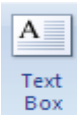


# Inserting a picture

- Click on the insert tab at the top 
- Then click on the picture button, if you would rather use clipart click on the clipart button. 
- Browse for the picture or clipart you want to use and insert it.  You can adjust the size of your clipart by clicking on it.

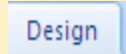

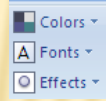


Clip art browse section


# Adding text and slides

- ▶ To add a new slide under the home key click on new slide. 
- ▶ To select the layout of the slide click on the down arrow next to the layout text. 
- ▶ If you choose a blank slide click on the insert tab, then on the text box picture . A box will be placed on your page to type in
- ▶ Spell check: click on review tab  and then the spelling button. 

# SLIDE DESIGN

- ✘ Click on the design tab  to choose the design you want to use for your presentation.
- ✘ Use the down arrow to the right of the slide designs to see more designs.   
You can add design to all slides or just one slide
- ✘ The colors button will allow you to choose color them. 
- ✘ You can also choose the font and effects theme as well.

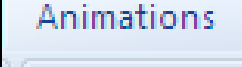
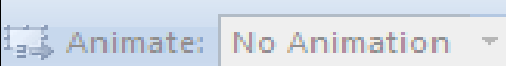
# CHANGING FONT STYLE

- ✘ Highlight font or click on the text box.
- ✘ Click on the home tab , and select the font style, size, and color you want to use.



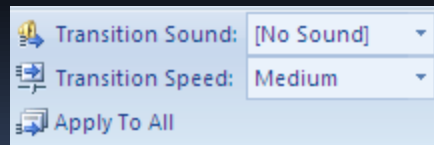


# Adding Animations to font

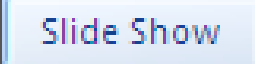
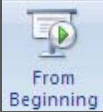
- Click on the animations tab 
- Click the down arrow next to the animate tab to add animation. 



- On the right side you can choose the animation speed, or if you want a sound to play.



# View Slide Show

- Click on the slide show tab 
- Select button, "From the Beginning." 
- You can view your slide in several different formats using the tabs under the view tab.