



Creating a Power Point Using Office 2007

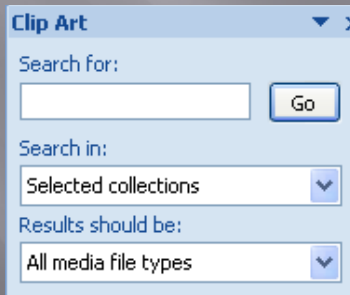
<http://office.microsoft.com/en-us/powerpoint-help/create-a-basic-presentation-in-powerpoint-2007-HA010194282.aspx?CTT=1>

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.


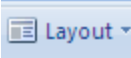
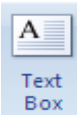


Inserting a picture

- 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

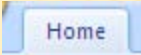
Adding text and slides

- ▶ 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

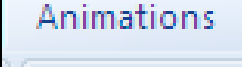
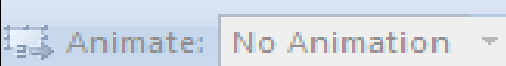
- ✘ Click on the design tab  to choose the design you want to use for your presentation.
- ✘ Use the down arrow to the right of the slide designs to see more designs. 
You can add design to all slides or just one slide
- ✘ The colors button will allow you to choose color them. 
- ✘ You can also choose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

CHANGING FONT STYLE

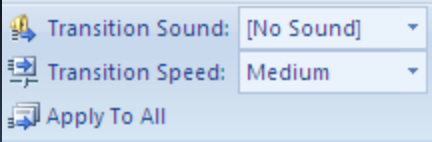
- ✘ Highlight font or click on the text box.
- ✘ Click on the home tab , and select the font style, size, and color you want to use.



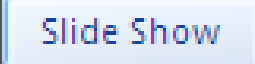
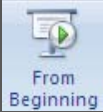
Adding Animations to font

- 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.