

## Introduction to PowerPoint

- ❖ PowerPoint is presentation graphics application
  - ◆ Utilizes Slide Show paradigm for speeches
  - ◆ Bulleted items, Clip art, Photos, Sound, Animation
  - ◆ Prepare speaker notes
  - ◆ Print Handouts
- ❖ PowerPoint is a Vector Graphics program
  - ◆ Math description for objects size and placement
  - ◆ Scalable Objects & Fonts for different resolutions
  - ◆ Uses *filename.ppt* extension
- ❖ Can export to Bitmapped (raster) graphics
  - ◆ *filename.bmp* is uncompressed fast rendering with large file size
  - ◆ *filename.gif .jpg .png* are compressed web graphic with small size

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## PowerPoint View: Normal: Outline

**Outline**

**Slide**

**Speaker Notes**

**Drawing toolbar**

**View Buttons: Normal, Slide Sorter, Slide Show**

## PowerPoint View: Slide Sorter

## PowerPoint has Standard Office Menus

<ul style="list-style-type: none"> <li>❖ File                             <ul style="list-style-type: none"> <li>◆ New</li> <li>◆ Open</li> <li>◆ Save</li> <li>◆ Save As</li> <li>◆ Page Setup</li> <li>◆ Print</li> <li>◆ Send To</li> <li>◆ Exit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Edit                             <ul style="list-style-type: none"> <li>◆ Cut</li> <li>◆ Copy</li> <li>◆ Paste</li> <li>◆ Select All</li> <li>◆ Duplicate</li> <li>◆ Delete</li> <li>◆ Find</li> <li>◆ Replace</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ View                             <ul style="list-style-type: none"> <li>◆ Normal</li> <li>◆ Slide Sorter</li> <li>◆ Slide Show</li> <li>◆ Notes</li> <li>◆ Master                                     <ul style="list-style-type: none"> <li>◆ Slide Master</li> <li>◆ Handout Master</li> <li>◆ Notes Master</li> </ul> </li> </ul> </li> </ul>
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## Working Quickly: Outline

**Slide Outline**

**Double-Click to Expand**

- 1 Introduction to PowerPoint
- 2 The Essence of PowerPoint
- 3 Flexibility in Output
- 4 Add Objects for Interest
- 5 PowerPoint is Easy to Learn

**Introduction to PowerPoint**  
Your name goes here  
Your course goes here

**The Essence of PowerPoint**

- You focus on content
  - Enter your thoughts in an outline or directly on the individual slides
  - Add additional elements such as tables and charts
- PowerPoint takes care of the design
  - Professionally designed templates
  - Preformatted slide layouts
  - Flexibility in delivery and presentation

**Flexibility in Output**

- Web-based presentations (HTML documents)
- Computer presentations (slide show)
  - Audience handouts
  - Outline
  - Speaker notes
- Traditional - Overhead transparencies

**Add Objects for Interest**

- Include photographs, clipart, and other objects as appropriate
- Use animation and sound to introduce to add variety
- Meet Bob and Maryann

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## Slide Layouts

**Predefined slide layouts**

**Placeholders**

Click to add title

- Click to add text
- Click to add text

Click to add notes

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## Template

**Predefined color scheme**

**Predefined fonts**

**Predefined placement of objects**

**Predefined design**

**Selling Widgets**

Your Name Goes Here

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## Transition Effects

**Slide Transitions**

Apply to selected slides:

- No Transition
- Horizontal
- Vertical
- Horizontal
- Vertical
- Horizontal
- Vertical
- Horizontal
- Vertical
- Horizontal
- Vertical
- Horizontal
- Vertical

Notify transition:

- Speed: Medium
- Sound: [No Sound]

Advance slide:

- On mouse click
- Automatically after: 00:00

Apply to all slides

Apply

Apply to all slides

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## Animation Effects

**First animated object**

**Second animated object**

**Lists of animated objects**

**Icons represent selected animation**

**Add effect**

Microsoft Office PowerPoint 2007 [My First Presentation]  
 File Edit View Window Format Tools Help  
 Slides  
 Tips for Delivery  
 • Rehearse timings  
 • Arrive early  
 • Maintain eye contact  
 • Know your audience

Click to add notes  
 AutoPreview  
 Slide Show  
 Slide 7 of 9  
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## Enhancing a Presentation

- ❖ Embedded object
- ❖ Linked object
- ❖ Sound
  - ◆ WAV file
  - ◆ MIDI file
- ❖ Drawing Toolbar
- ❖ Clip Art
- ❖ WordArt
- ❖ Comments
- ❖ Header and Footer – Slides, Handouts

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## Drawing Toolbar Items

Action Buttons	
WordArt	
Lines & Arrows	
Drawing Shapes	
Text Box With Shading, 3D Effects, Fill Color, ClipArt & Callout	

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## Draw Edit Commands

Grouped Object	Flip Rotate Object	Order

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