

PowerPoint

The New Interface Designing a Presentation

In this lesson you will learn how to:

- Use the New Interface
- Navigate New Interface
- Page Layouts
- Themes
- Custom Themes
- Colours/Background/Fonts
- Text Boxes
- Insert Ribbon
- Save your custom Theme
- Print

It is important that you save and print this .pdf in order to work alongside the lesson, practising the techniques as you go.

Power up PowerPoint 2007

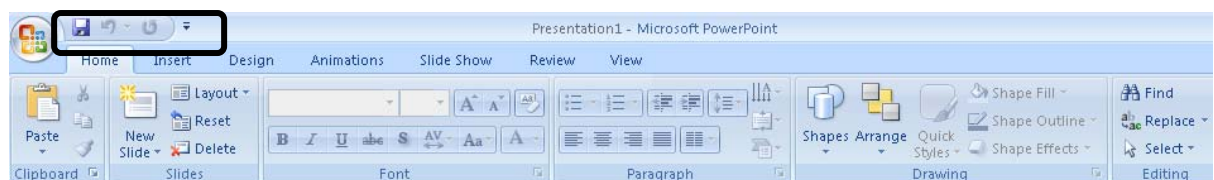
The New Interface



It has had a major redesign but everything is still there along with some new things. The old file menu now becomes the new office button on the left top corner of the picture. Click on it now to view what's there.



The new, open, save and save as are still there. Along with Print, Prepare, Send and Publish if you use the web. As well as the Close button. If you look to the left of this pane, my old documents are showing and it is possible to use old documents and convert them into PowerPoint 2007 documents by using the save as function. Now lets go back to the ribbon.

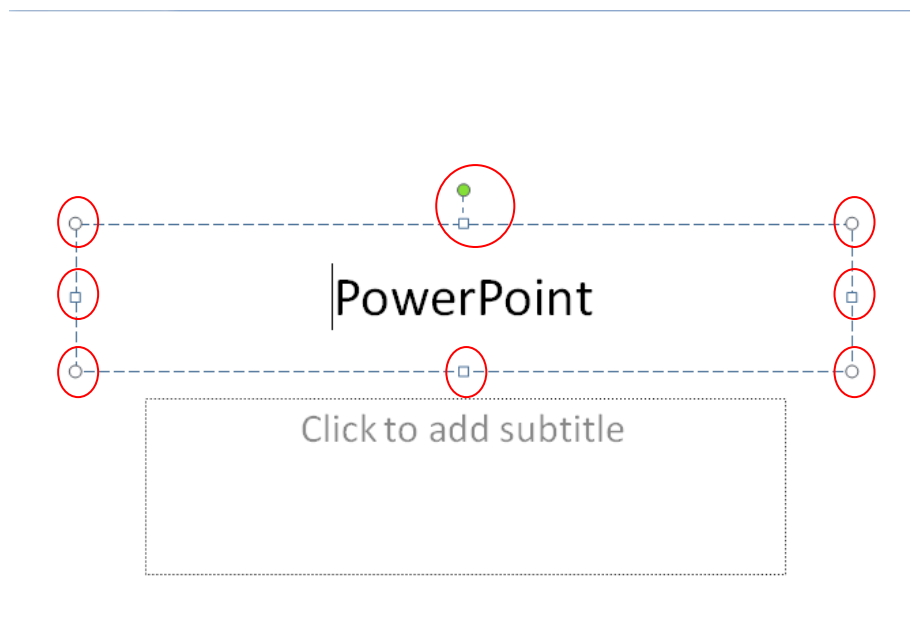


On the first row, we have the heading, which says Presentation 1 as I have not saved my new Presentation yet. Along the left of this row, we have the Quick Access Toolbar which you can customise using the drop down arrow. The tools you most use are best inserted into the Quick Access Toolbar.

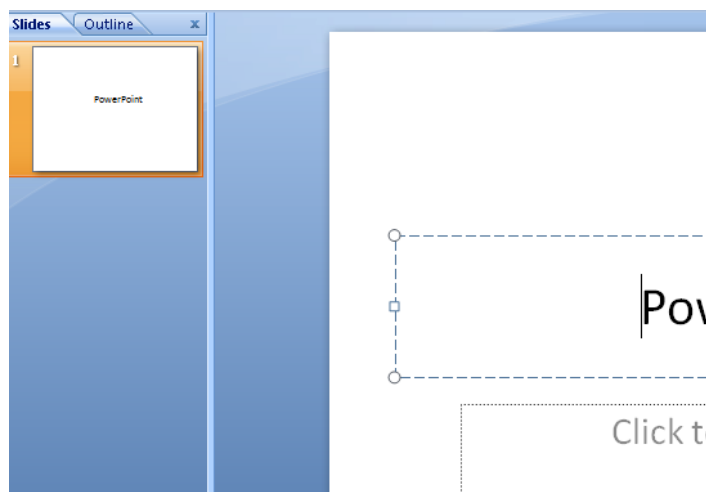
Navigate the New Interface

On the next row of the ribbon we have the Home tab which is presently selected, the Insert Tab, Design Tab, Animations Tab, Slide Show Tab Review and View. These are context sensitive which means they will appear according to what you are doing but you can also click on them to see what they have to offer. Take some time clicking on the different tabs now.

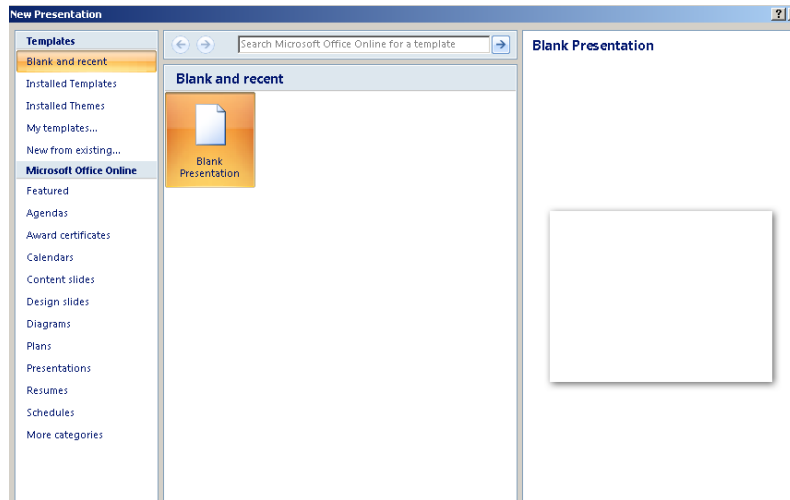
Some tabs have small arrows at the bottom of the ribbon, type in some text on the default layout first. Click on the arrows: To see the different dialogue boxes for some of the tabs. You will also need to have the text box selected, (i.e. with the circles showing) as illustrated below.



The finished slide is captured in the pane on the left of your layout.



Let's now make a Presentation. Open a new file. Using the Office button



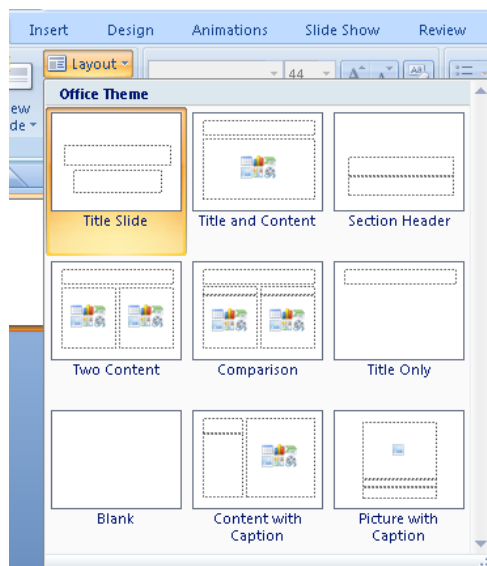
When we click on New in the Office button, this box appears, and blank presentation is showing.

We can also choose other options, like Templates, My Templates, and Detailed Themes etc. For now let's chose the blank Presentation.

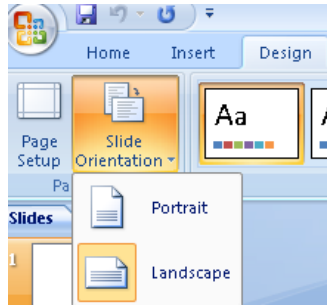
When we insert a new presentation we already have a slide to work on, but if we do not want this slide then it is easy to select another.

Page Layouts

Go to Page Layout on the Home Tab, and chose the layout you want to use. Note that the present slide is selected.



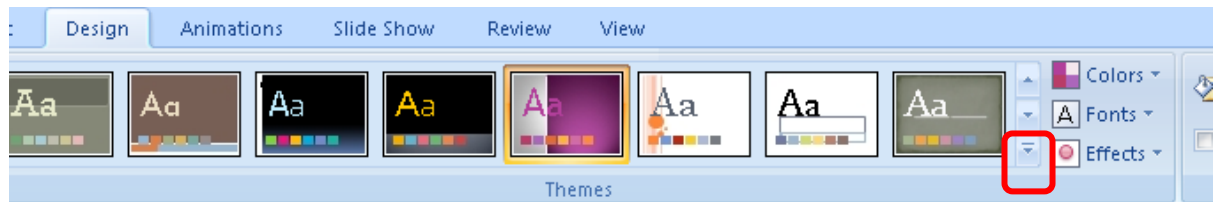
When we want to a portrait style slide, click the Design tab; the layout option is on the left. Where you can easily change the layout of the slide.



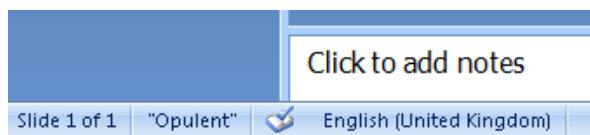
Themes

Next we will add a theme for our presentation, keeping the slides that the new presentation opened up.

Enter in 'PowerPoint' in the first text box. Click the Design Tab, click on a theme you like the look of. To see more themes click on the arrow with a line in the right hand corner illustrated.



All of the themes have names if you look on the bottom of your screen in the far left hand corner you can see the name of the theme along with the number of the slide. There is also a space to add notes, which you can enlarge by moving the border at the top of the notes space.



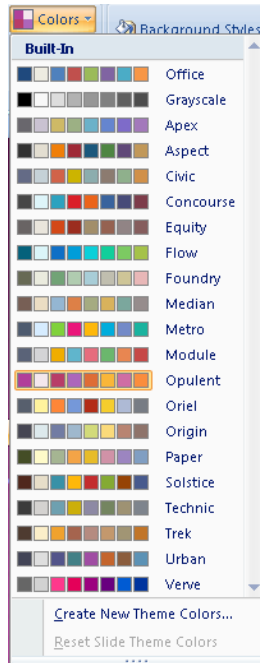
As well as choosing a theme, you can chose a colour scheme.

Custom Themes

Colour Scheme

Click on the arrow next to colours or as in; USA colors.

Chose a colour scheme that you like the look of, note all the colours are beneath the themes name.

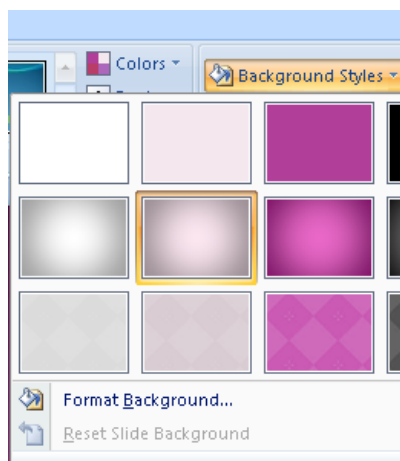


You can see opulent is selected showing the colours for the opulent theme but we can chose say the Verve colours for slides. If you hover over the colour scheme your slide will change, showing you what it will look like. This is a nice feature of the new PowerPoint 2007.

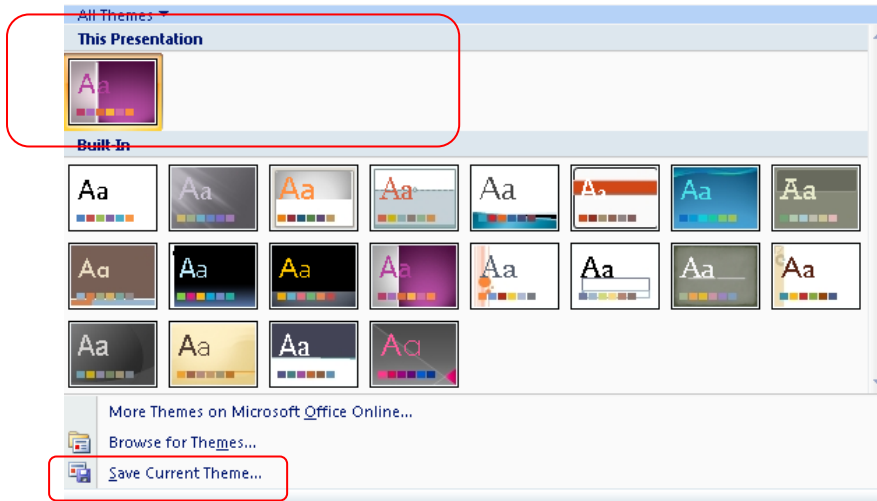
As well as colours you can change the font and effects. The effects are new and again hovering over them will give you a preview of what your finished slide will look like if you use the selected. The effects work best when you have a slide with boxes on it. You can have fun experimenting later on.

Background Styles

Once you have chosen the theme, text, colours and effects you want you can then change the background styles. You will find the background styles on the far right of your ribbon. Click on the arrow next to background Styles. You can see the effect with the Live Preview.



Once you have done that, if you had more slides, all of the slides would change. To save your new theme: click on Design/Themes arrow with a line on it. You will see your theme in the top row chose a name for it and click on save current theme.



Your Theme selected at the top. Save current theme selected at the bottom.

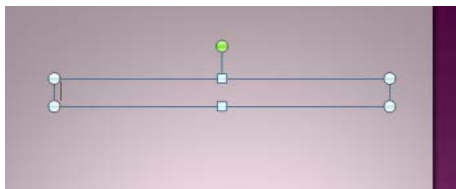
Now we will add some more slides to our presentation.

Click on the bottom half of the new slide button. Choose the blank slide.

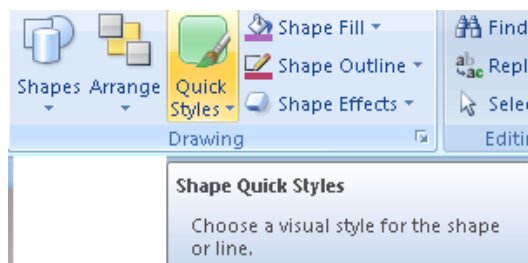
Text Boxes

Note when you type in text in PowerPoint you need to use a text box, these are provided in the layouts but sometimes you will want to use a blank layout to insert text. To get a text box go to the Insert Tab and look for Text box on the right hand side. You can apply special features to them too.

Once you have drawn out your text box.



Your ribbon will change. Now you can add effects to your text box.



Click on the Quick Styles arrow you can then chose a style for your box. Note you can only add text if the text box is selected. With circles and squares around it.

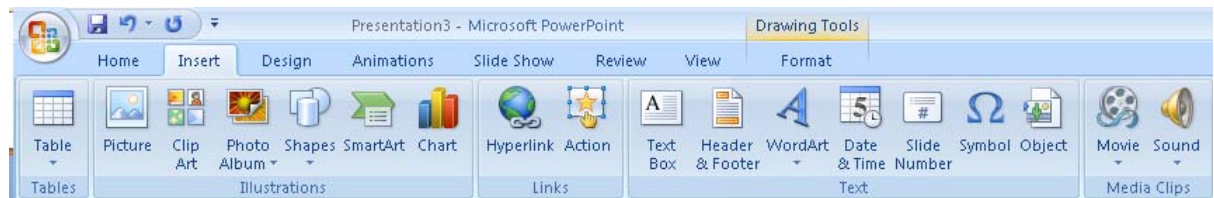
If you need to move your textbox you must look for the four sided black arrow that is the moving handle.

Near to the Quick Styles button you can chose to add a shape, to format the shape on the other side of the Quick Styles button there is Shape Fill, Shape Outline, for example you may not want an outline in which case you would

chose no outline. Shape Effects, click on shape Effects to see what PowerPoint 2007 has to offer, there are many options.

Insert Ribbon

On the Insert ribbon you can insert many items. From pictures to sounds,

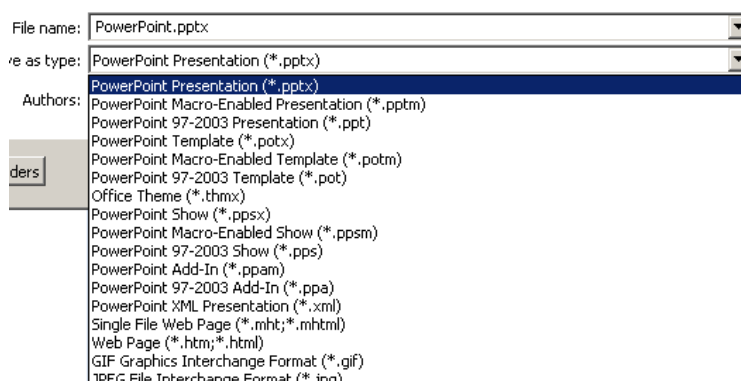


if you know where your sound or movie files are stored in your file management system.

You can also insert clip art, photo album, shapes, smart art where you will find the organisational objects like the hierarchy of a company diagram. You can insert a table or a chart. It's all there on the ribbon. Whenever you need to insert something like a hyperlink or action chose the insert tab.

Save Features

To save your presentation the save as box will appear as this is the first time you have saved the presentation, next time when you click on save the presentation will save in the background as it has a title. In the save box, you can chose whether to save your presentation in the new format or in an older format if you need to send it to someone who does not have PowerPoint 2007. There are many types of files you can save your documents as. See the next page illustration, it may be slightly different to your save box, as I am using Vista.

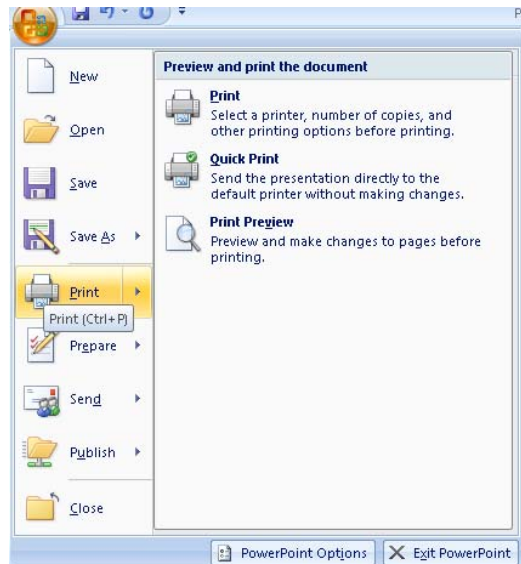


Note the new PowerPoint documents have .pptx added and not the old .ppt.

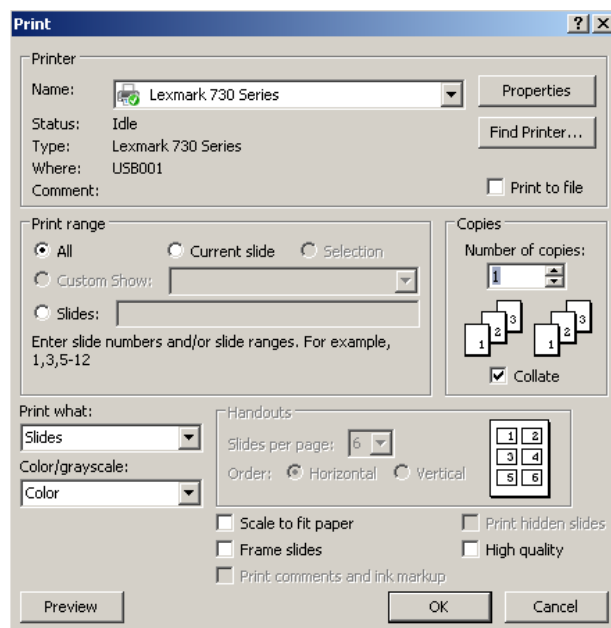
Print

Printing your slides.

Go to the Office button and hover over print,



There are three options chose the first one print.



The Print dialogue box appears where you can chose to print the current slide, the number of copies or certain slides, you can chose handouts etc. if you do not recognize this screen take awhile to familiarise yourself with it. In the Properties tab you can amend your printer options. If you click on the printer name arrow you will get a list of the printers installed on your PC. If you use pdf you can change to print to pdf here. We are not going to print anything so come out of the box by clicking on cancel.