

PowerPoint 2007 Cheat Sheet
Excerpts from “Putting the Power in Your PowerPoint Presentation”
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1. Add New Slide
 Click **HOME** Tab and click **NEW SLIDE**. Choose from a variety of layouts.

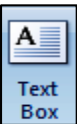


2. Quick Styles-Easily and quickly add color and style to a text box or shape
 Click **HOME** Tab and click once on text box or shape. Click on **Quick Styles Icon** to reveal a color-coordinated gallery Place cursor over the style for a preview and click to select preferred fill. You can also access the **Drawing Tools** by double clicking the object.

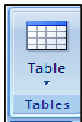
3. Slide Design
 a. **Slide Templates/Built-In and Ready Made**
 Click on the **DESIGN** Tab. In the **Themes** section, click the down arrow to view all the built-in designs. Change color of slide, font text, and effects if desired. Download additional templates by clicking **More Themes on Microsoft Online**.

b. **Slide theme colors:**
 Click the **DESIGN TAB** and click **Colors**. Choose current themes or create your own.

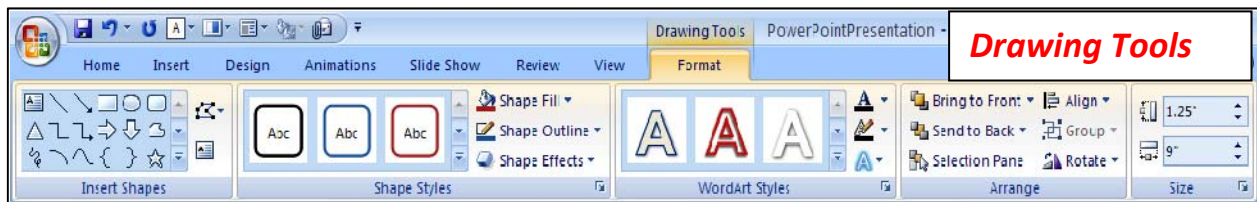
c. **Slide Background**
 Click **DESIGN** Tab and click **Background Styles**. For more styles/colors, click **Format Background**.

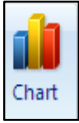


4. Text Boxes
 Click **INSERT** tab and click **Text Box** icon. Place cursor on slide to drag box to desired place. Click on the line of the box to drag more. To adjust the size and shape, place cursor on the corners or sides of the box. Type in text.



5. Tables
 Click on **INSERT** and click on **Table** icon. Choose **Insert** or **Draw a Table** and double click the table and the Table Tools tab opens. Choose desired style, set up, color scheme, effects, line width etc.





6. Charts

Click on **INSERT** and click on **Chart** icon. Click on preferred chart /click **OK**. The data sheet will open up-insert data here. To exit, click the **X** in top right corner. To make changes such as data, styles, colors, and type of chart, double click the chart to reveal the chart tab.



7. Pictures

a. **Insert Pictures from File**

Click the **INSERT** tab and click the **Picture Icon**. Choose a picture from your files and double click picture to access the picture tools.

b. **Insert Pictures from Clip Art Tab**

Click the **INSERT** tab. Click the **Clip Art** icon. In **Search For**, type in desired image. **Search In:** (all collections). **Results Should Be** (choose clipart, photos, movies, and/or sounds) Click **Go**. Double click picture to access picture tools. Click **Clip art on Office Online** for more pictures.

c. **Adjust Picture**

Double-click the picture on the slide to view the **Picture Tools Format** tab. Select various colors, set transparent color, lighten, brighten, darken etc. If you don't like it, simply **Reset**.

d. **Picture Styles**

Double-click the picture to view the **Picture Tools Format Tab**. Select various borders, styles, shapes, effects.

e. **Arrange Pictures**

Double-click the picture to view the **Picture Tools Format** tab. Create the layered look with graphic and text. Select **Bring to Front** or **Send to Back**. In arrange group Rotate and Flip pictures.

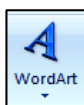
f. **Cropping and Resizing Pictures**

Double-click the picture to view the **Picture Tools Format** tab. To crop a picture, click **Crop** and drag black L-SHAPED corners to desired location-Click **Crop** again when finished. To resize, either drag a corner of a picture or select size in the size box.



8. Shapes

Click on **INSERT**. Click the **Shapes** icon. Click on the desired shape and place cursor on the slide. Right click to add shape. Double-click the shape to resize, recolor, add effects etc.



9. Word Art

Click **INSERT**. Click **Word Art** Icon. Click on preferred style. Type text into text box. More visual effects (shadow, reflection, glow, 3D). You can also highlight text and then choose word art style and colors.

10. Sound

a. **Insert Sound from File**

Click **INSERT**. Click on **Sound** Icon .Click **Sound from File**. Choose desired music or sound from your files-double click to add to slide. Choose **Sound Start Option**.



b. **Insert Sound from Clip Organizer**

Click **INSERT** and click on **Sound** icon. Click **Sound from Clip Organizer**. The **Media Clip** task pane opens on the right. Type in desired sound effect, click **GO**. Double click sound choice to insert into slide. **Choose Sound Start Option**.

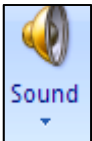
c. **Insert Sound Play CD Audio Track**

Insert CD into computer. Click **INSERT** tab and click on **Sound** Icon. Click **Play CD Audio Track**. Set the **Begin and End Track Settings**. Set play options. Click **OK**. To play, click CD icon on the slide.



d. **Insert Sound Record Sound**

Plug in a microphone. Click **INSERT** tab and click on **Sound** icon. Click **Record Sound** and **Name** the sound. Click the **Red Button** to record (You may not edit your sound here) Click the **OK** button when done. Listen to your sound by clicking the **Sound** Icon on your slide



e. **Sound Options Tab**

To view **Sound Options**, double click **sound** icon on the slide. Choose **Slide Show Volume** Check **Hide** (sound icon) **During Show**. **Loop** if desired. Click **Play Sound** to choose start option.

f. **Sound Playback Options**

Automatically: Music/sound will begin when the slide opens.

When Clicked: Music/sound will begin when the slide is clicked.

Play across slide(s): Music/sound plays across one slide or multiple slides.

Custom playback options are located in the **ANIMATIONS TAB** (Custom Animation)

11. Smart Art

Click on **INSERT**. Click on the **Smart Art** Icon. Click on chart category on the left. Select specific style within the category. Click **OK**. Type text in boxes provided. For more Smart Art options or to change current design, double click the **Smart Art** on your slide to see the **Smart Art Tab**.



12. Movies and Videos

a. **Insert Movies/Videos**

Click the **INSERT** tab. Click the **Movie** Icon. Click **Movie From Clip Organizer** to insert animated pictures. Click **Movie from File** to select a movie from your computer. Double click the movie to insert it into your slide. Choose if you want the movie to start **Automatically** or **When Clicked**. The movie will appear on the slide as a black square. Resize the movie by adjusting the corners. The movie will play in the **SLIDESHOW mode**.



b. **Movie/Video Settings**

Double click the movie to view the **Movie Options**. Select **Volume Preference**. Select preference for movie start (**Play Movie**). Other choices include **Hide During Show**, **Play Movie Full screen**, **Loop Until Stopped** and **Rewind After Playing**. Custom playback options are located in the **ANIMATIONS TAB** (**Custom Animation**).



c. **Insert Movie/Video From You-Tube** (Must have internet connection!)

- Make sure you have the **DEVELOPER TAB**. To get the **DEVELOPER TAB** click the **Microsoft Office button** (top left) and then click **PowerPoint Options**. Click **Popular**. Check **Show Developer Tab**. Click **OK**.
- Click on the **DEVELOPER TAB**. In the **Controls** group, click on **More Controls** Icon. Scroll down to **Shockwave Flash Object**-click **OK**. On the slide, draw a square using the cursor (this is where your video will be placed). You can resize and move. Go to **You Tube** and Copy the video URL of your choice. On the slide, click the **video box** and then **Right Click**. Click **Properties**. Paste URL into Movie section.
- The current URL will look like this: www.youtube.com/watch?v=hChq5drjQI4. You need to make changes in the URL. Delete “watch?” and Replace “=” with “/” . The revised URL should look like this: www.youtube.com/v/hChq5drjQI4.
- Click **X** to close. View movie in **PowerPoint Show**.



13. **Insert a Hyperlink**

Click the **INSERT** tab. Click the **Hyperlink** Icon. Choose link preference. Type in text to display and URL, email or select slide title. Click **OK**.

14. **Slide Transitions**

Click on the **ANIMATIONS** tab. In **Transition to This Slide**, click arrow to reveal various transitions. Click preferred transition. In **Transition Speed**, choose slow, medium or fast. In **Advance Slide**, choose **On Mouse Click** or **Automatically After** (select time if needed).

15. **Animations-**

- Simple Animations** (quickly add basic animation to text and objects).
Highlight the object or text you’d like to animate. Click the **ANIMATIONS** Tab. Click to select from one of a few basic animations.
- Custom Animations** (add a variety of animation, timing, order)
Click the **ANIMATION** tab and then **Custom Animation** to open the **Custom Animation Pane**.
 - **Add Effect**-click to add entrance, exit, motion path and emphasis
 - **Remove Effect**-click to remove
 - **Start**-click to start animation on click, after previous or with previous
 - **Speed**-click to choose speed
 - **Animation Order**-Animations are listed in order (top to bottom). Click Re-Order arrows to change the order

