CONTENTS

Chapter 1 ■ Introducting PowerPoint 2007 1

Introduction 2
History of PowerPoint 2
Starting PowerPoint 2007 3
Exploring the PowerPoint 2007 User Interface 4
- Office Button 5
- Quick Access Toolbar 5
- Ribbon 6
- Slide and Notes Panes 8
- Slides and Outline Tabs 9
- Status Bar 9
- Other UI Elements 9

Creating a New Presentation 13
- Using a Blank Template 13
- Using an Installed Template 15
- Using an Online Available Template 16

Adding and Removing Slides 18
- Adding Slides by Choosing a Layout 19
- Creating Duplicate Slides 20
- Removing Slides 22

Saving a Presentation 23
- Saving in the Default File Format 23
- Saving as a PowerPoint 97-2003 Presentation 25
- Saving as a PDF File 27

Opening an Existing Presentation 28
Closing a Presentation 30
Quitting PowerPoint 2007 31
Getting Help 32
Summary 34

Chapter 2 ■ Working with Text 35

Introduction 36
Adding Text to Slides 36
- Adding Title and Subtitle 36
- Adding Notes to a Slide 38
- Adding Current Date and Time 39
- Adding Slide Numbers 41

Applying Basic Formatting 42
- Applying Bold, Italic, Underline, and Shadow Formatting 42
- Changing Font, Font Size, and Font Color of Text 45
- Copying and Clearing Text Formatting 49

Copying, Cutting, and Pasting Text 52
Finding and Replacing Text 55
Creating Bulleted and Numbered Lists 59
Increasing and Decreasing List Level 62
Splitting Slide Text into Two or More Columns 64
Adding a Hyperlink 66
Adding a WordArt Object 67
Adding a Text Box 69
Summary 71

Chapter 3 ■ Designing Presentations 73

Introduction 74
Working with Themes 74
Applying a Theme 74
Changing the Theme Colors 76
Changing the Theme Fonts 78
Saving the Modified Theme 80
Adding Background Styles to Slides 81
Formatting the Background Style of a Slide 85
Changing the Layout of a Slide 89
Changing the Page Setup Options 91
Changing the Size of Slides 91
Changing Slide Orientation 94
Showing Rulers and Gridlines 96
Selecting a Presentation View 98
Selecting the Normal View 98
Selecting the Slide Sorter View 99
Selecting the Notes Page View 100
Selecting the Slide Show View 102
Summary 103

Chapter 4 ■ Working with Graphics, Tables, and Charts 105

Introduction 106
Working with Pictures 106
Inserting a Picture 106
Recoloring a Picture 108
Cropping a Picture 109
Working with Clip Arts 112
Inserting a Clip Art 112
Viewing Clip Arts Using Clip Organizer 115
Working with Shapes 118
Inserting a Shape 119
Inserting Action Buttons 120

Working with SmartArt Graphics 122
Inserting a SmartArt Graphic 123
Converting Text to SmartArt Graphic 127
Moving and Resizing an Object 129
Moving an Object 129
Resizing an Object 131
Adding Shadow and 3D Effects 133
Adding Shadow Effects 133
Adding 3D Effects 134
Arranging Objects 138
Changing the Order of an Object 138
Grouping Objects 140
Rotating an Object 141
Flipping an Object 143
Inserting Media Clips on a Slide 145
Inserting a Movie Clip 145
Inserting a Sound Clip 147
Creating a Photo Album 149
Adding Tables to a Slide 153
Adding Columns and Rows to a Table 155
Adding Charts to a Slide 157
Summary 159

Chapter 5 ■ Animations and Slide Show 161

Introduction 162
Applying Animation Effects 162
Adding a Simple Animation Effect 162
Adding a Custom Animation Effect 164
Previewing an Animation 169
Using Transition Effects 170
Changing a Transition Style 170
Changing a Transition Speed 172
Adding a Transition Sound 173
Applying the Same Slide Transition to All Slides 175
Removing a Transition Effect from a Slide 176
Advancing (Moving) Slides 179
Recording Narration 180
Setting Up a Slide Show 184
Rehearsing a Slide Show 187
Running a Slide Show 189
Playing Slide Show from the First Slide 190
Playing Slide Show from the Current Slide 190
Playing a Custom Slide Show 191

Drawing on a Slide during Slide Show 194
Summary 197

Chapter 6 ■ Reviewing, Printing, Preparing, and Publishing 199

Introduction 200
Performing Spell Check 200
Working with Comments 201
Inserting Comments 202
Editing Comments 203
Deleting Comments 204
Previewing a Presentation before Printing 206
Printing a Presentation 207
Using the Print Option 208
Using the Quick Print Option 210
Preparing a Presentation for Distribution 211
Setting Presentation Properties 211
Running Compatibility Checker 212
Marking a Presentation as Final 213
Publishing a Presentation 215
Packaging a Presentation on a CD 215
Summary 216