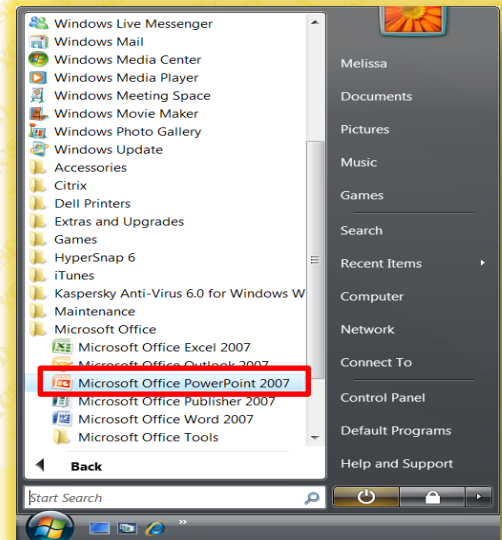


MICROSOFT POWERPOINT

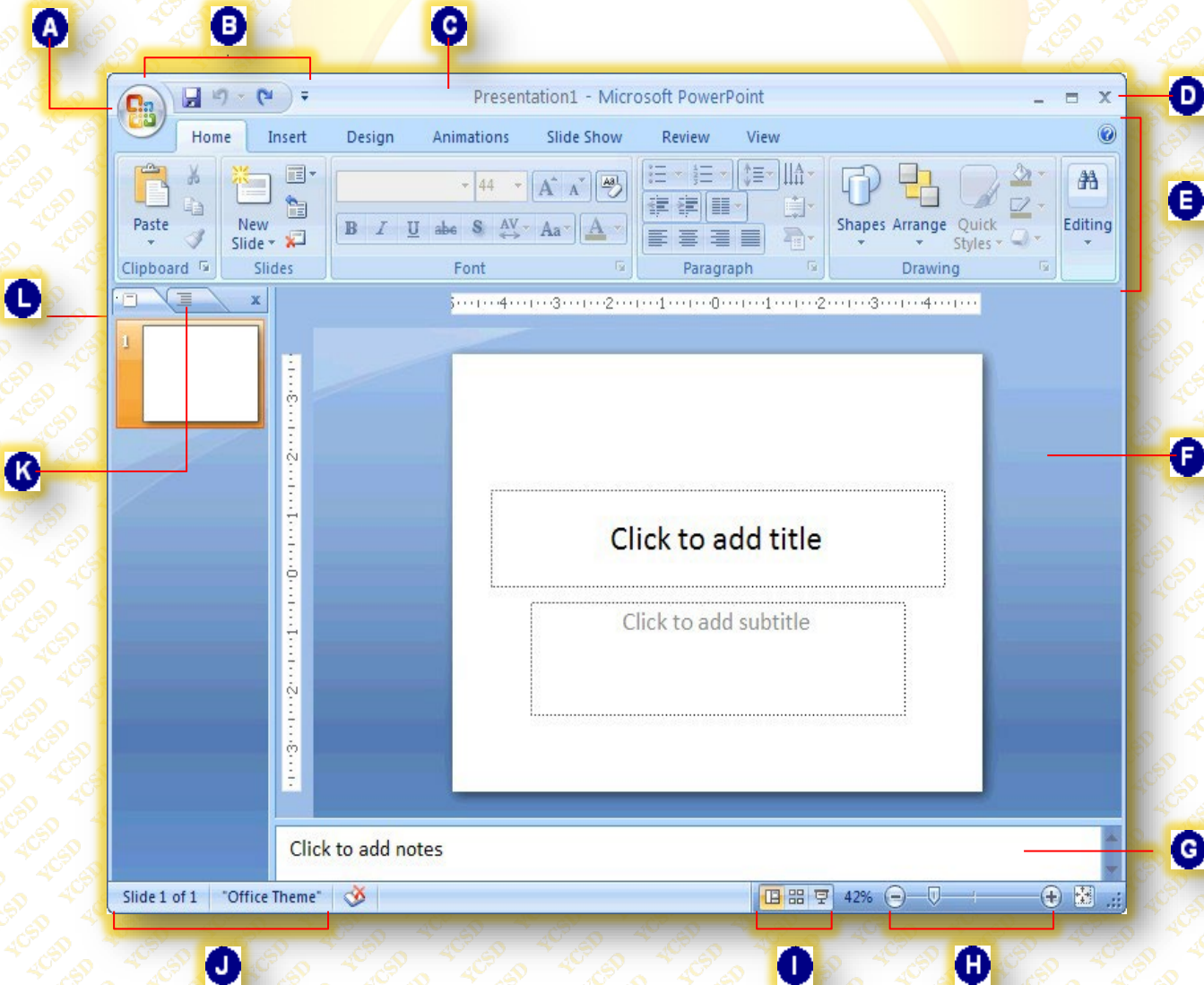


Starting PowerPoint 2007

- ✓ Click the Windows **Start Button**. The Start menu appears.
- ✓ Click **All Programs**.
- ✓ Click **Microsoft Office**.
- ✓ Select **Microsoft Office PowerPoint 2007**.



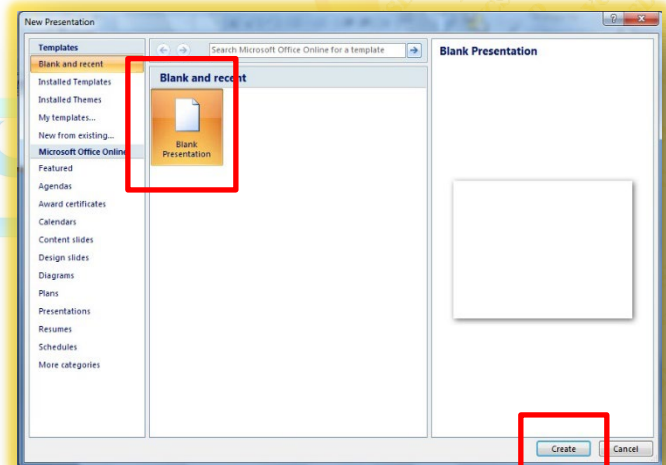
Understanding the PowerPoint 2007 Program Screen



A	Office Button: Replaces the File menu found in previous versions of PowerPoint.	G	Notes Pane: Type any notes you want to use during a presentation here.
B	Quick Access Toolbar: Contains common commands such as Save, Undo, and Print. You can add more commands as well.	H	Zoom Slider: Click and drag the slider to zoom in or out of a slide. You can also use the + and – buttons.
C	Title Bar: Displays the name of the program you are using and the name of the presentation you are currently working on.	I	View Buttons: Use these buttons to quickly switch between Normal, Slide Sorter, and Slide Show views.
D	Close Button: Click here to close the current presentation. If only one presentation is open, clicking this button will close the PowerPoint program as well.	J	Status Bar: Displays information about your presentation, such as your current location in the presentation. Right-click the status bar to specify what information is shown.
E	Ribbon: The tabs on the Ribbon replace the menus and toolbars found in previous versions of PowerPoint.	K	Outline Tab: Focuses on the content of your presentation rather than its appearance. Use the Outline tab when you want to add large amounts of text to a presentation.
F	Slide Pane: Displays the slide you are currently working on.	L	Slides Tab: Contains a thumbnail image of every slide in the presentation. Click a thumbnail to jump to that slide.

Creating A New Presentation

- ✓ Click the **Office Button** and select **New**.
- ✓ The New Presentation dialog box appears. By default, the Blank Presentation option is already selected.
- ✓ Make sure the Blank Presentation option is selected and click **Create**.



Inserting Slides And Selecting A Layout

Insert A New Slide

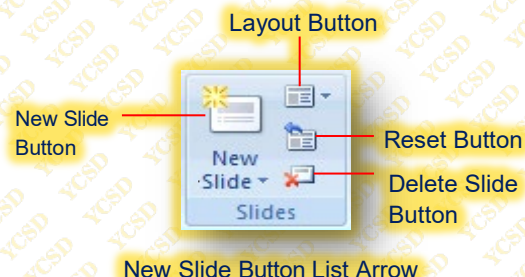
- ✓ Click the **Home Tab** on the Ribbon and click the **New Slide Button** in the Slides group.
- ✓ A new slide is added to the presentation.

Select A Layout

- ✓ Click the **Home Tab** on the Ribbon and click the **Layout Button** in the Slides group. The Layout gallery appears.
- ✓ Select the layout you want to use. The new layout is applied to the slide.

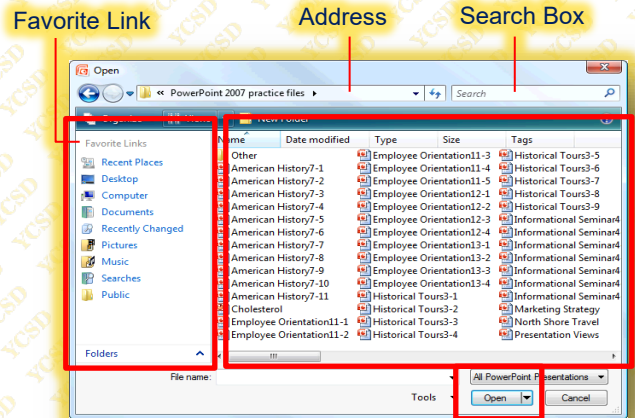
Delete A Slide

- ✓ Navigate to the slide you want to delete.
- ✓ Click the **Home Tab** on the Ribbon and click the **Delete Button** in the Slides group. The slide is deleted.



Opening A Presentation

- ✓ Click the **Office Button** and **Select Open**. The Open dialog box appears.
- ✓ **Navigate To The Location** where the file you want to open is stored.
- ✓ Select the file you want to open and click **Open**. The presentation appears in the program window.



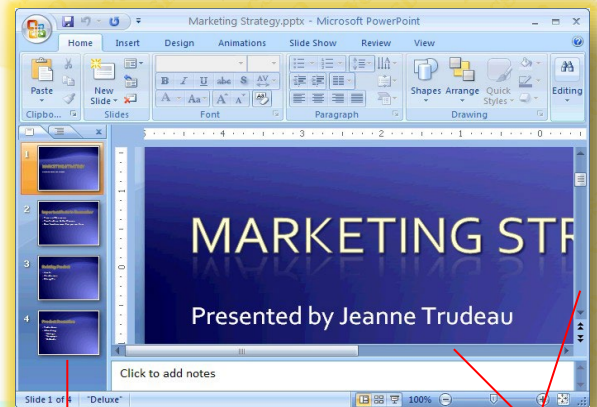
Navigating A Presentation

Scroll Bars

- ✓ When you click the **Scroll Up** or **Scroll Down** buttons, PowerPoint moves up or down one slide.
- ✓ **Click and Drag** the scroll box to move quickly around a presentation.

Slides Tab

- ✓ On the **Slides Tab In The Outline Pane**, click the slide you want to navigate to.
- ✓ PowerPoint jumps to the selected slide.



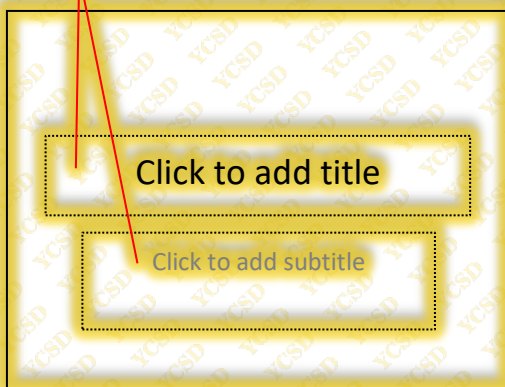
Slides Tab

Scroll Bars

Inserting Text

- ✓ Click the **Placeholder** where you want to insert your text. An insertion point appears inside the placeholder.
- ✓ **Start Typing**
- ✓ The new text appears on the slide.

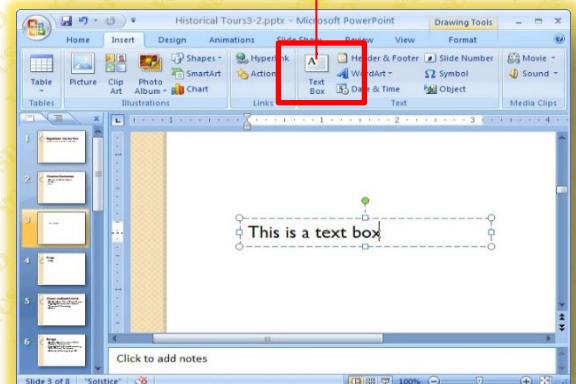
Placeholders



Inserting A Text Box

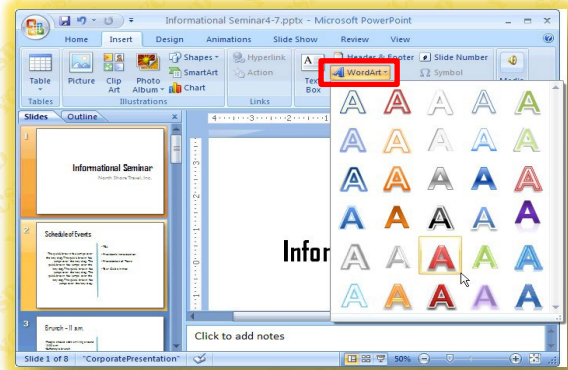
- ✓ Click the **Insert Tab** on the Ribbon and click the **Text Box** button in the Text group.
- ✓ Position the **Mouse Pointer** where you would like to insert the text box, and click and **Drag Until The Text Box** reaches the desired size.
- ✓ **Release The Mouse Button**.

Text Box Button



Using WordArt

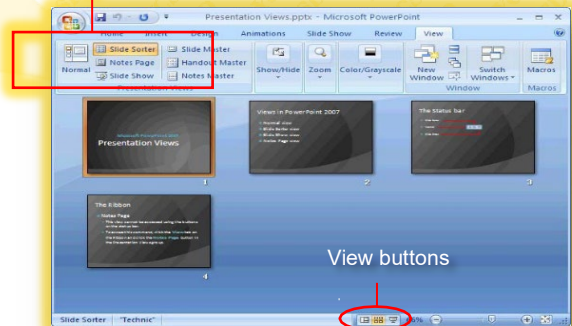
- ✓ Click the **Insert Tab** on the Ribbon and click the **WordArt** button in the **Text Group**.
- ✓ The **WordArt Styles Gallery** appears.
- ✓ Select a **WordArt Style** from the gallery.
- ✓ Type your text.



The Presentation Views

Changing Views

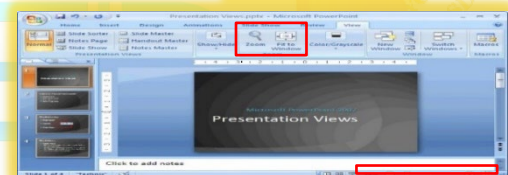
- ✓ Click the **View Tab** on the Ribbon.
- ✓ Click the button for the view you want to use in the Presentation Views group.
- ✓ PowerPoint displays the presentation using the view you selected



The Zoom Groups

Using the Zoom Controls

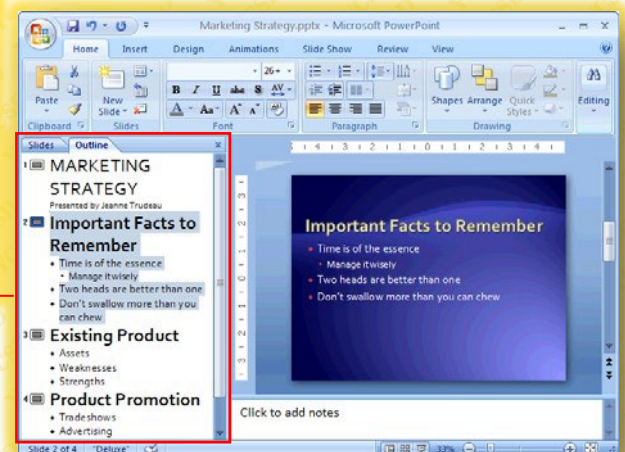
- ✓ Click the **View Tab** on the Ribbon and click the **Zoom Button** in the **Zoom Group**. The Zoom dialog box appears.
- ✓ Select the desired **Zoom Level** and Click **OK**.



The Outline Pane

Using the Outline Pane

- ✓ The **Slides Tab** displays **Thumbnail Images** of all of the slides in the presentation, labeled by number. **To Jump To A Specific Slide**, click its thumbnail.
- ✓ The **Outline Tab** shows your presentation **Arranged As An Outline**. The Outline tab is ideal for quickly adding text to a slide and/or previewing **The Textual Structure Of A Presentation**.



Welcome In YCSD

For Access Entire Study Materials

For Student

Please Ensure Your Enrollment Verification

ENROLLMENT VERIFICATION

Student Registration No.

Date Of Birth

Check Now

For Franchise

Please Login Via Franchise Id & Password

CENTER LOGIN

User Name

Password

Login

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