



## JumpStart: PowerPoint 2007


This JumpStart tipsheet is designed to help you get up to speed quickly on creating engaging presentations with PowerPoint for your classes. We will cover the following topics:

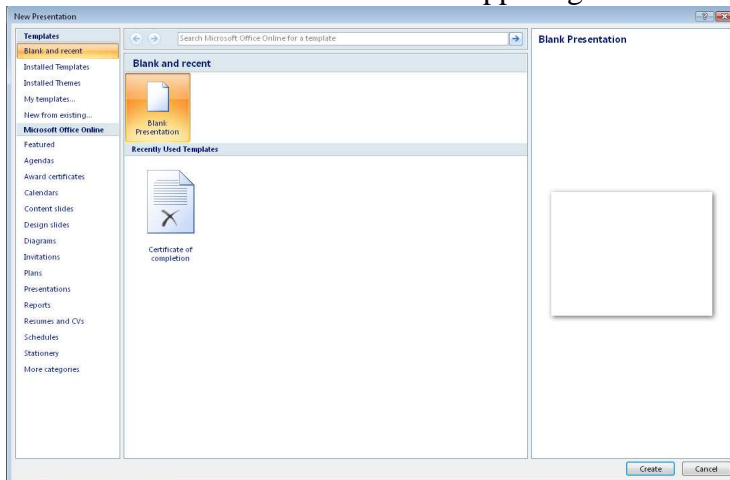
- Create a presentation using a pre-created format
- Resize the slide to fit in the window
- View the Slides in Outline format
- Insert a new slide
- Add images (clipart, photos, video) to a slide
- Add sound to a slide
- Embed a YouTube video on a slide

### Start PowerPoint

1. Start PowerPoint by clicking the Start button in the lower left, then clicking All Programs, then Microsoft Office, then Microsoft Office PowerPoint 2007.

### Create a new presentation using a pre-created format

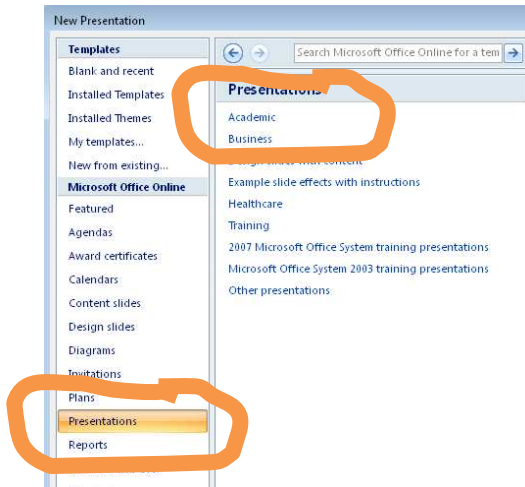
2. Click the  **Office** button in the upper right and select **New**



You can choose to start a new Blank Presentation.

Or, you can choose to start using one of Microsoft's presentation formats. This can help save time, by setting up slides with sample content as well as colors and formatting.

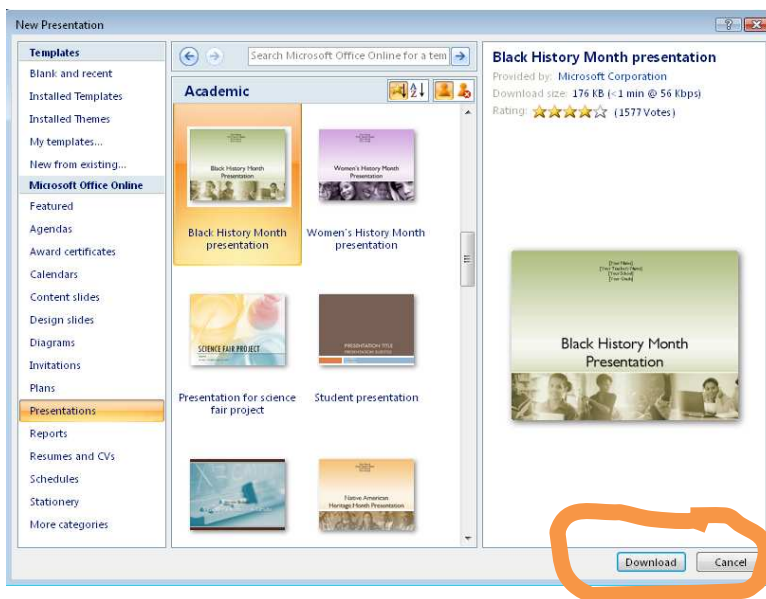
3. In the left panel, select **Presentations**.



4. In the middle panel, select **Academic**.

Scroll through the list of formats for a presentation that looks interesting to you.

5. If you click **once** on a format (like Black History Month presentation), you will see a preview of the presentation format in the right-side panel.



6. When you find a presentation you like, click the **Download** button in the lower right.

## Resize the slide to fit in the window

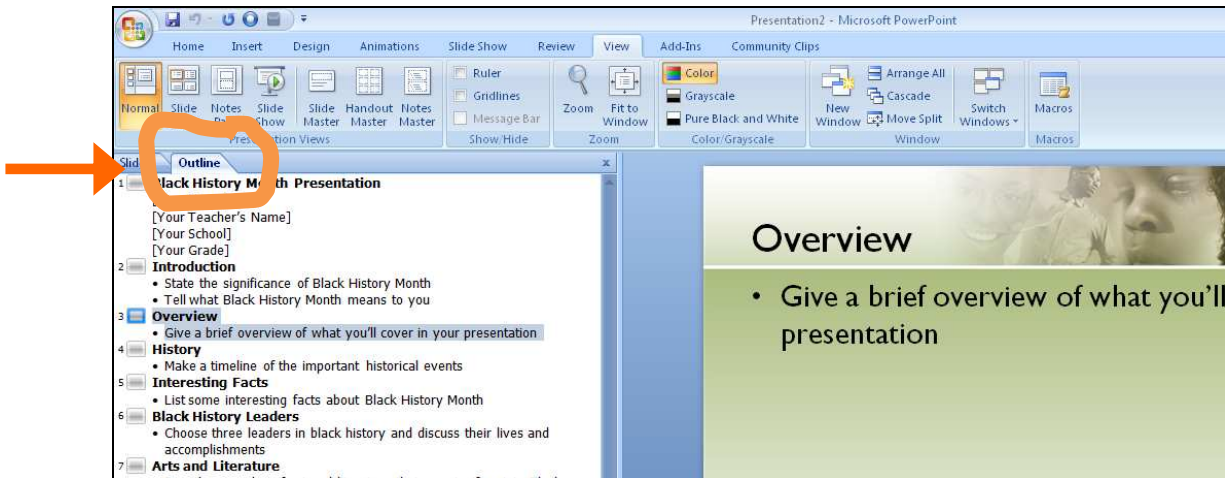
7. From the **View** menu, select **Fit to Window**.

## View the slides in Outline format

8. In the left panel, click **Outline**.

The left side panel changes from displaying thumbnail images of slides to showing the slides in Outline mode. Sometimes this is easier for you to use to organize your thoughts.

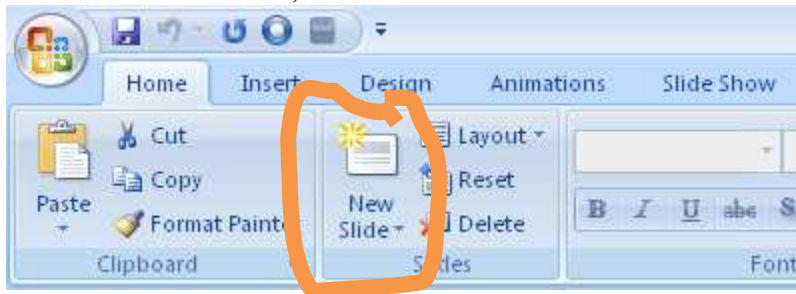
You will still see each slide image on the right, but the left panel is now a list of the slide contents.



### Insert a new slide

9. First, move to the slide that will come before the new slide.

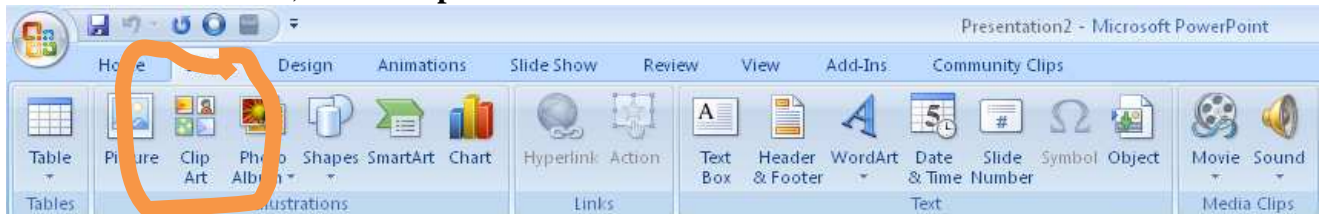
10. From the **Home** menu, select **New slide**.



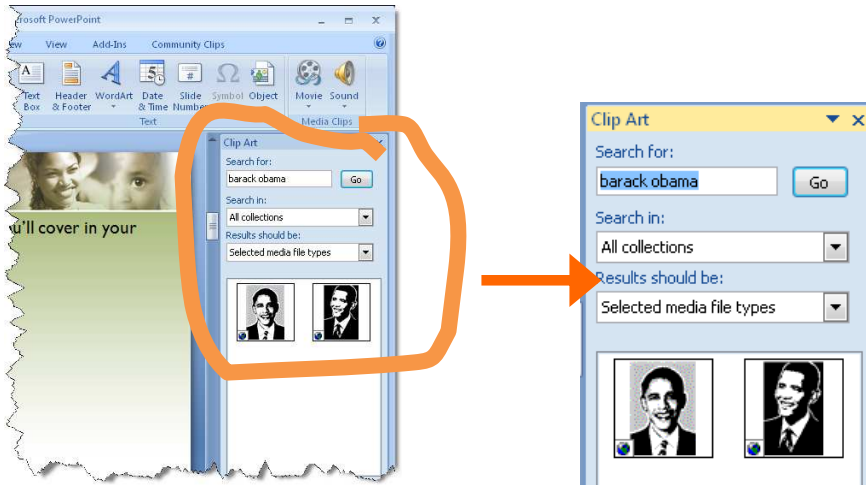
### Insert a clip-art picture

11. First, move to the slide that you'd like to add the image to.

12. From the **Insert** menu, select **ClipArt**.



The right side panel shows clip art, including a text box so that you can type something to search for.



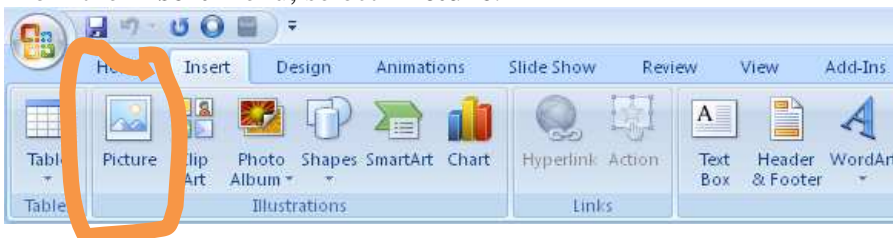
13. Double-click the image that you want to insert.

Once the image is inserted, you can resize it, move it, etc. See “**To resize the image once it is inserted**” steps on page 4.

### Insert a picture from a file you have on your computer

14. First, move to the slide that you’d like to add the image to.

15. From the **Insert** menu, select **Picture**.



Navigate to the location on your computer that has the image file you want to add.

16. Once you find the file, double-click the name of the file to insert it.

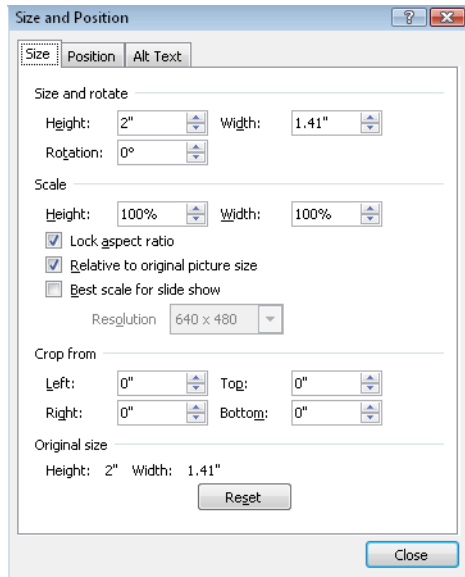
#### **To resize the image once it is inserted:**

a. Click once on the image so that it has little dots on each corner.



b. Right click the picture and select **Size and Position**.

c. Click the size tab, and first make sure that “**Lock aspect ratio**” is checked. (This way, when you type a new height for the picture, the width will automatically be adjusted to the appropriate size.)

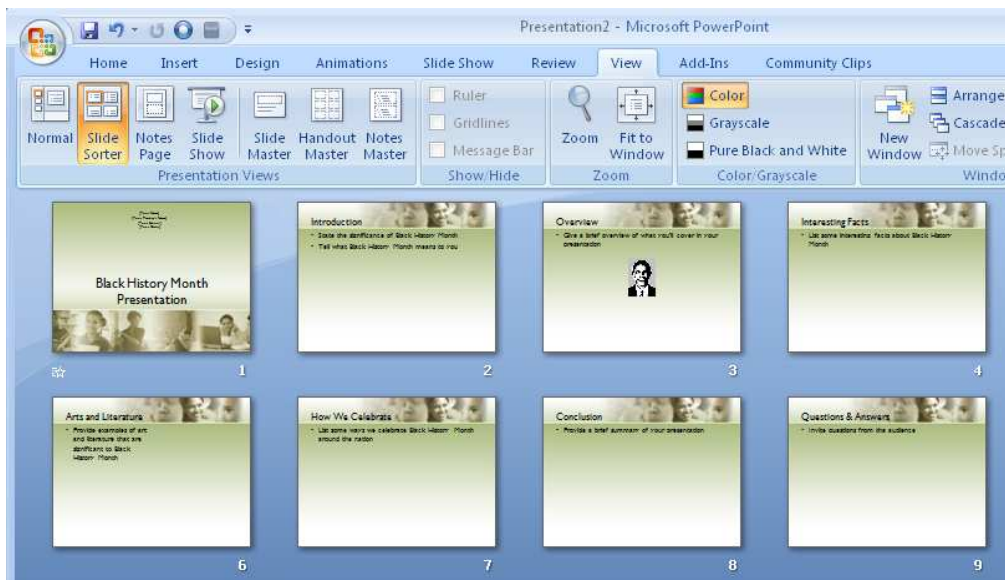


- d. In the height field (or the width field) type a new value. Then press tab. A new value is calculated for the width (or the height).

## Change the order of the slides you have created

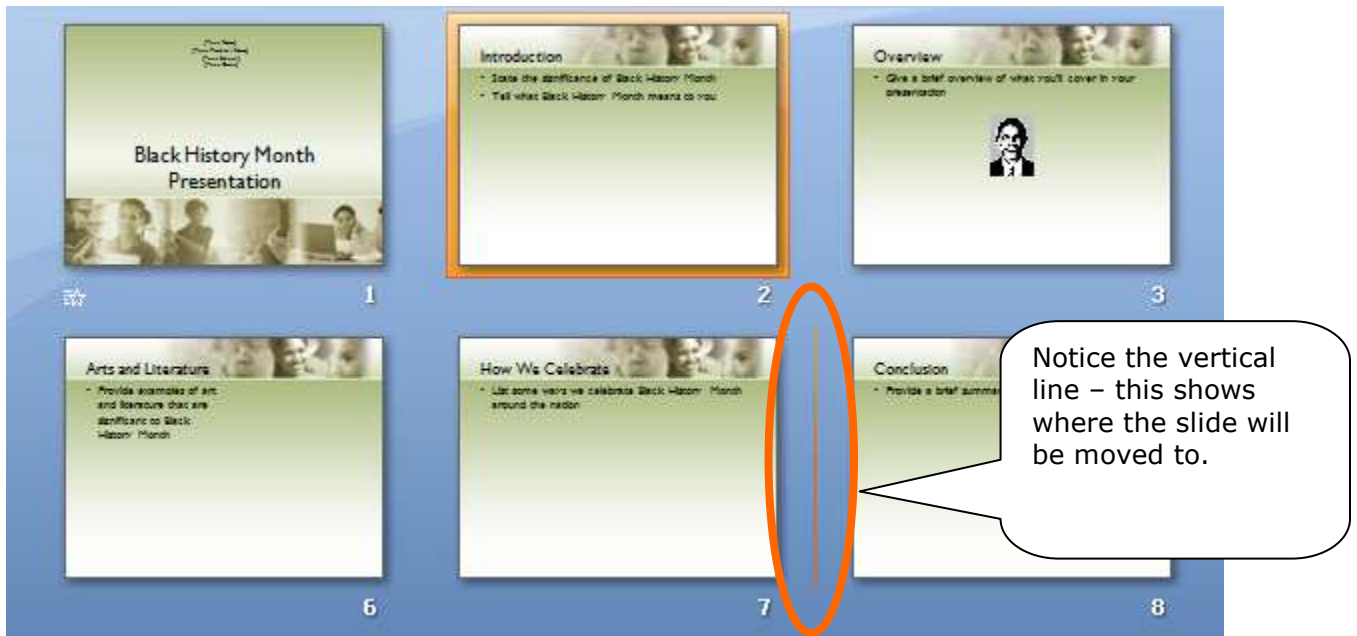
First, change to slide sorter view so that you will see several slides in miniature on the screen.

17. From the **View** menu, select **Slide Sorter**.



18. To move a slide, click and drag the slide to the new location.  
For example, to move slide 2 to appear after slide 7, click and drag the slide. You'll notice that while you are dragging the slide, a line shows where the slide will be moved to once you release

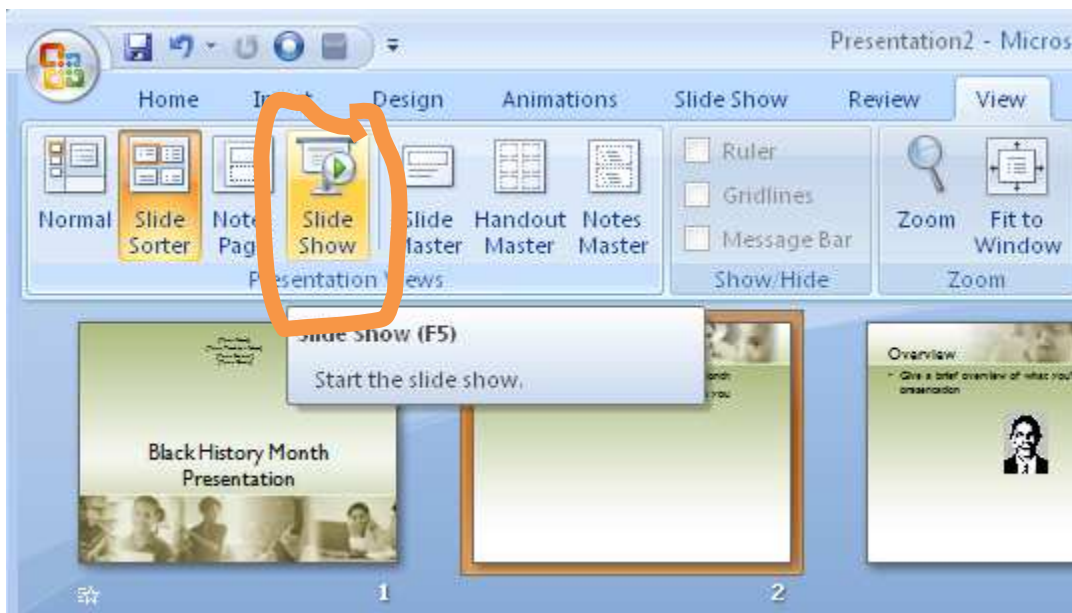
the mouse button. Keep pressing the mouse button until the line is in the spot you'd like the new slide to be, then release the mouse button.



### View slides in SlideShow mode

When you are ready to present your presentation, or if you'd like to preview it, you can use SlideShow mode so that the slide takes up the entire screen.

19. From the **View** menu, select **Slide Show**. (or press **F5**)



20. To move to the next slide, you can:

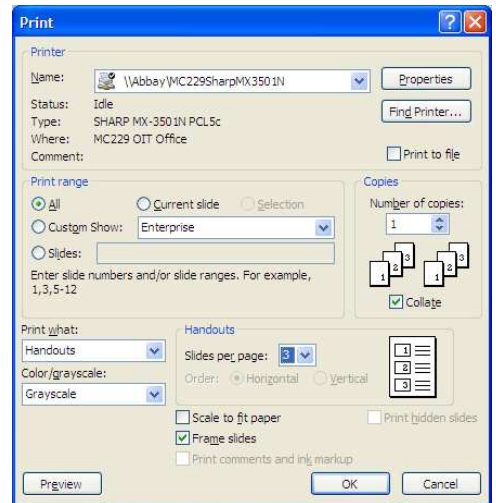
- a. click the mouse button. OR
- b. Press the Enter key. OR
- c. Press the down arrow. OR

21. To end the slide show, press Escape (ESC) on the keyboard

## Print handouts of your presentation

Some instructors like to give their students a printed copy of the presentation.

22. From the **File** menu, select **Print**.
23. In the lower left, for the field “Print what” select Handouts.
24. For the number of slides per page, select 3.

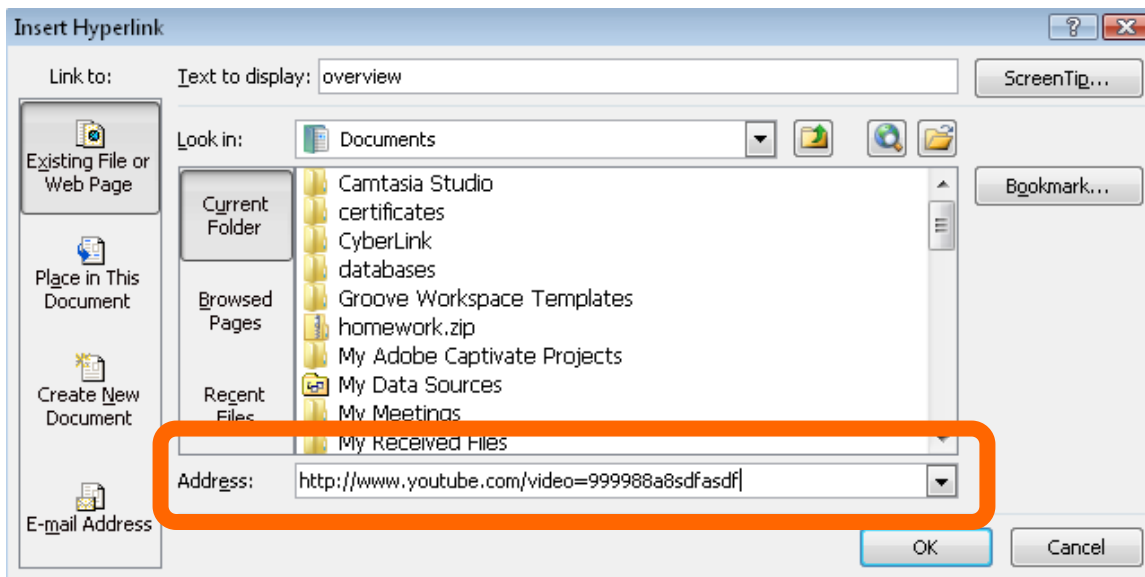


## Add a hyperlink to a YouTube Video

25. First, type some text that will be the link. (Example: Click here to play video)
26. Highlight the text.
27. From the **Insert** menu, select **Hyperlink**



28. In the Address field, type (or paste) the URL for the web page.



29. Click **OK**.

## **Additional Resources**

- Training sessions offered by Center for Teaching and Learning with Technology, website: <http://www.coppin.edu/TLT>
- IT Training sessions offered by Delores Reaves
- SkillSoft online training  
Log in to EagleLinks, then go to Campus Systems, Human Resources, SkillSoft. You may need to talk with Linda Harvey in HR to get access. x3666
- Center for Teaching and Learning with Technology workshop calendar:  
<http://bit.ly/TLT-workshop-calendar>
- Free online training from Microsoft:  
<http://office.microsoft.com/en-us/training/HA102184981033.aspx>
- Tips from Microsoft about Powerpoint Presentations:  
<http://office.microsoft.com/en-us/powerpoint/>