

# Just Show Me Which Button to Click!

in **POWERPOINT**<sup>®</sup>

2007



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Beginning to Advanced - Step by Step

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## **Introduction**

Do you want to create presentations that are more than just boring bullets? If so, don't put this book on a shelf to collect dust. It's not for your nightstand either. *Just Show Me Which Button to Click! in PowerPoint 2007* will help you create more time for planning a presentation instead of working on it.

## **Who Is This Book For?**

*Just Show Me Which Button to Click! in PowerPoint 2007* is for busy people who are already computer savvy. You could be new to PowerPoint, or you may have been using it for years but not taking advantage of some of its best features. This documentation does not cover the Mac format.

## **How Content is Arranged**

I've mostly introduced commands based on how they fall on the ribbon, but sometimes not. I've included screenshots as a visual when I thought you'd need more explanation.

## **Writing Style**

You won't see any fluff in this book. I have a habit of not taking ten pages to express something I can say in a paragraph. You'll notice throughout that I get right to the point. If the heading explains what the text is about, I don't waste words re-explaining it. When it's obvious that you need to click OK until you're back out of a dialog box, I don't say it.

## Formatting

In most cases, the **bold** text in an instruction is the action you should take—what you click. At times, you’ll notice that some instructions will stop before you finish the task. This is because the next step should be obvious to you (e.g., click **OK**).

For commands that would require a lot more explanation, I’ve added links to video demos on my Website. I’ve indicated this throughout the book. Visit [www.DigitalBreakthroughs.com/ppptutor.htm](http://www.DigitalBreakthroughs.com/ppptutor.htm).


The  symbol indicates a special point. Don’t ignore these!

notes	




The Notes Pane under the slide (not pictured) is where you can click and type private notes. You can also print these notes to refer to during your presentation (or you can view your notes during your slide show, page 97). Various task panes will appear later.

2. Display the ruler. Click the **View** tab, tick **Ruler**.
3. Increase the number of undos to 100. Click the **Office button, PowerPoint Options, Advanced. Change the Maximum number of undos to 100.**

In an open presentation, you can always click the Undo button to work backwards to undo a mistake. When you make a mess, click  the Undo or Redo buttons located on the Quick Access Toolbar. Click the drop-down box and undo up to 100 steps before or after closing the document.

When you want to undo more than one step, click the drop-down box, and point the mouse over each one to highlight them, then click. You can also click the Redo button to go back and forth. You can't skip around steps.

 Undo and Redo are now persistent. Even if you close the document, they'll still work.

## **Customize PowerPoint's Quick Access Toolbar**

There are many commands available in PowerPoint that are not visible by *default*. Once you start using the software, you'll discover what you need quick access to. Here's how to customize the Quick Access Toolbar (QAT).

1. Click the Customize Quick Access Toolbar drop-down button, and click **More Commands**.

2. The PowerPoint Options box will open. On the left, **Customize** should be highlighted. On the right side under *Choose commands from*, choose **All Commands**.
3. Scroll to find the desired command. Double-click the command to move to the right side, click **OK**. To rearrange the order of how these commands appear on the Quick Access Toolbar, click the up/down buttons on the far right.
4. Choose whether to customize the toolbar for all documents or only for the one you're working in (see box next to All Commands).

## File Extensions

PowerPoint uses the following file extensions in your file structure: .pptx is a PowerPoint presentation; .potx is a PowerPoint template; and .ppsx is a PowerPoint Show, .thmx is a theme. You'll learn more about these later in this book.

## Page Setup

Click the **Design** tab, **Page Setup**. This is where you'll choose the:

- Type of presentation you're creating (e.g., On-screen show).
- Width and height of page/slide (margins).
- Page number you want your slides to begin with.
- Page orientation for slides and notes, either landscape or portrait. You can't mix orientations in one presentation. If you need to switch to a slide with a different orientation, create a hyperlink to it. To make sure you can get back, create a hyperlink on the other slide back to the first one (see more on creating hyperlinks on page 80).

## Views and Slide Changer

You can change how you view your slides by clicking the **View** tab and clicking a command in the Presentation Views Group.

**Normal.** You'll see the Outline and Slides tabs on the left side of the window; the Slide Pane in the middle where you'll add text and or change the design and animations; and the Notes Pane at the bottom to add any speaker notes.

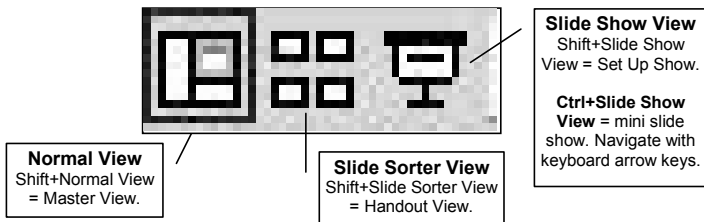
**Slide Sorter.** You can view all the slides in your presentation at once and add transitions.

**Notes Pages.** If you've added any speaker notes to a slide, you'll see them here.

**Slide Show.** See how your presentation looks in Show mode. Click the monitor or hit the **Spacebar** to advance the slides. Press **Esc** when finished.

**Master Views.** You'll use the Slide Master, Handout Master, and Notes Master to add information and designs you want to appear consistently on each slide. More details on this topic will be covered later in this lesson.

You can also change the views by using the **Slide Changer**. The Slide Changer allows you to change views quickly with a single mouse click (it's located at the bottom of your screen, right-hand side). The Slide Changer includes:



**Normal View**, which is the default view of your slide. You'll create individual slides in this view.

**Slide Sorter View**, which shows all the slides in your presentation side-by-side (you can move slides around, add transitions, hide, and delete from this view).

**Slide Show from current slide** (or **Shift+F5**), from which you'll launch your slide show starting from the current slide you're working on. (You can press **F5** on the keyboard to launch your slide show from the beginning.)


If you hold down your **Shift** key and point to each icon on the Slide Changer, you'll see how to display other views (Slide Master view, Handout Master view, Set Up Show. You'll learn more about these views later.) If you hold down the **Ctrl** key and click **Slide Show from current slide**, a mini slide show will launch (press **Esc** to end).

## **Zoom**

There are several ways to zoom in on a slide.

1. Click the **View** menu, **Zoom**, and make your selection.
2. Use the Zoom slider to the right of the Slide Changer.
3. Use the wheel on your mouse (if yours has one). Hold down the **Ctrl** key as you roll the wheel up or down (you can also use your mouse wheel on Web sites, other documents, etc.).

## **Insert, Move, Resize Objects**


 In PowerPoint, an object is a table, chart, graphic, equation, or other form of information.

Your mouse pointer takes on several different shapes depending on the job you need it to do. You can use the mouse pointer to resize and move your graphic.

1. Resize a graphic by selecting it first, then hold your mouse pointer over any one of the *corner selection handles* that appear. The pointer will turn into a 2-headed arrow. Click and drag it to resize the graphic. A **2-headed arrow is used to RESIZE**.
2. Move a graphic by holding the mouse pointer anywhere over it until it turns into a 4-headed arrow. Click and drag to move the graphic. Or you can use your keyboard arrow keys to move it. A **4-headed arrow is used to MOVE**.

## Nudge Objects

You can use the keyboard arrow keys to move objects. Select the object you want to move. Use your keyboard arrow keys to move it in any direction. Each press of the key will move the object one grid unit (which is based on the default or whatever you changed it to).

 *To nudge an object in even smaller increments, hold down the **Ctrl** key as you press the keyboard arrow keys. If the object appears to jump and refuses to nudge the way you want, see *Align Using the Grid* on page 36.*

## Selecting Objects

Throughout this book, you'll have to select an object before you can do something with it. There are several ways to do this.

- Select an object that is very tiny or possibly hidden from view, you can select any object on the slide, then **Tab** to select others.
- Select more than one object on the slide, hold down the **Shift** key as you click each one.
- Select many objects on a slide at one time by using your mouse to drag it across all the objects. When you release the mouse, you'll see selection boxes on each object that is selected. If you missed one, hold down the Shift key and click it.

- Use the Selection and Visibility Pane to select multiple objects. To use this new command, double-click any object on a slide so the **Format** tab becomes active. In the Arrange group, click **Selection Pane**.

All objects on a slide will appear in the pane, including shapes, pictures, movies and sound, WordArt, text boxes, and placeholders (if you see an object on the slide and it's not in the Selection Pane, it's either on one of the master slides or is the actual background of the slide). You can do the following inside the Selection Pane:

- Select multiple objects by holding down the **Ctrl** key and clicking them. To select everything, click at least one item to select it, then press **Ctrl+A**.
- **Re-order** the objects by clicking the buttons at the bottom of the pane.
- Make an object invisible by clicking the **Eye icon** to the right of the list (if you don't see this icon, hold your mouse over the right-edge of the pane, and drag it left to widen it).
- Rename these objects to make them more recognizable by clicking on it twice in the pane (don't click as fast as a regular double-click). Once the name becomes highlighted with a box around it, you can start typing to rename it (click off of it when done).