

MICROSOFT POWERPOINT 2007

Opening Powerpoint

Start Button → Type Powerpoint → Click Microsoft Office Powerpoint 2007.

Set Theme in Powerpoint

Click Design Tab → Goto Themes Section → Select a theme

Inserting Content in the Slide

Click on “Click to add Title” and Type a title for the presentation → Click on “Click to add Sub-Title” and Type a Sub-title → Save the powerpoint file.

Inserting New Slide

Click on the Thumb-nail of the slide → Go to Home tab, Slide Section → Click “New Slide” Dropdown → Choose Blank Slide.

Inserting Text Box

Click Insert Tab → Goto Text Section → Click “Textbox” tool → Draw a text box inside the slide → Type something on the text box → save the slide. (in the same way insert word art and datetime as per your choice).

Inserting Picture, clipart, shapes, smart art

Click Insert Tab → Goto illustration Section → click on “picture” tool → choose a picture → Click command button. (same way insert clipart, shapes, smart art as per your choice)

Inserting Video / Audio (Media Clip)

Click Insert Tab → Goto Mediaclip Section → Click on “Movie” tool → Choose a video Clip → Click Command Button.

Click Insert Tab → Goto Mediaclip Section → Click on “Sound” tool → Choose a audio file → Click Command Button.

Note: Video or Audio should be less than or equal to 5 MB to avoid hang of computer

Deleting Text Box

Click on the Text Box → Click on the Border of the Text box → Click Backspace.

Designing Text Box

Click on the Text Box of the slide → Click on “Drawing Tool” → click Format Tab → Goto “Shape style” section → Choose a shape style for the text box.
