



The term graphic can refer to a drawing, a photograph, clip art, a chart, etc.

POWERPOINT 2007

Inserting Graphics & Animations

Today's Destination


NEW

- **Quick Access Toolbar**→ To Reset→Office Button Word Options→Customize→Reset→OK

NEW

- **Ribbon and Command Tabs**

- **INSERT TAB**→**Illustrations**

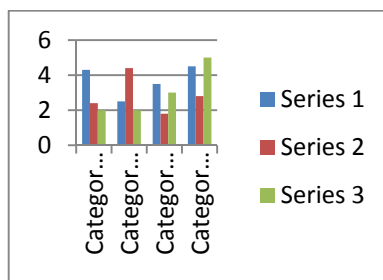
- **Improved Clip Art**  **Picture Tools**
 - Using Clip Organizer – Animated Clip Art
- **Photo Album**
 - Create from *Installed Templates*
 - Create your own
- **Shapes** ↔ **Drawing Tools**→**Quick Styles**

Look


at

this

- **SmartArt Graphics**→ **Diagram Tools** – **To ANIMATE SmartArt graphic ONE BY ONE**→**Animations Tab**→**Animations section**→**Animate One by One**



- **Chart**  **Chart Tools**

- **Picture from Internet**  **Picture Tools**
 - Copyright restrictions – read the fine print
 - “Save picture as”
 - .gif, .jpg, .tiff and other formats – animated graphics

- **Inserting WordArt** 

- Text Box
- **DESIGN TAB → Inserting Backgrounds**
 - **Inserting a Background Style** → Design → Background Styles
 - **Inserting Background Picture** → Design → Background Styles → Format Background → Picture of texture fill → File → Insert from → locate picture → Insert.
- **ANIMATIONS TAB – adds movement to slides**
 - **Transition Effects - Selecting the transition between slides**
 - **Select the first slide in presentation** → Animations Tab → *Transition to This Slide* → click an effect → click Transition sound → click Transition Speed.
 - **Note:** PowerPoint applies the animation that you select to the current slide only. You can apply a transition to all slides in a presentation by clicking ***Apply to All***.
 - **Animate Text on a Slide**
 - **Click on text to select it**
 - **Click on Animations tab** → Animations group → Animate → Click arrow → Click an animation effect.
 - **Animate Graphic and Text on a Slide**
 - **Click on graphic/text element to select it**
 - **Click on Animations tab** → Animations group → Custom Animation button → Click Add Effect button → Select a category → Click effect.
- **SAVING PRESENTATION OPTIONS:**
 - PowerPoint Presentation – 2007
 - PowerPoint Show
 - PowerPoint 97-2003 Presentation
 - PDF
 - Web Page
 - Other Formats
- Where to get help (upper right hand corner) OR *tips for finding clips* (bottom of Clip Art column)

TECH TIP OF THE DAY: “*The Power of Right Click*”