



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

POWERPOINT 2007

Intermediate

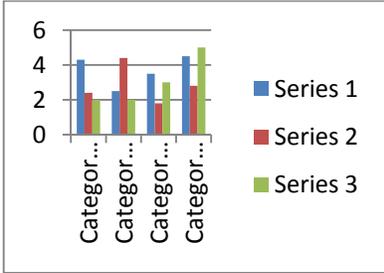
Today's Destination

- NEW** • **Quick Access Toolbar** → To Reset → Office Button Word Options → Customize → Reset → OK
- NEW** • **Effective versus ineffective PowerPoint presentations**
- **Ribbon and Command Tabs**
 - **INSERT TAB** → **Illustrations**

- **Improved Clip Art**  **Picture Tools**
 - Using Clip Organizer – Animated Clip Art

- **Shapes** ↔ **Drawing Tools** → **Quick Styles**
- **Tables**

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

- **Chart**  **Tools**

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

- **Hyperlinking**
- **Text Box/ Header & Footer**

- **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/Graphic on a Slide**
 - **Click on text to select it**
 - **Click on Animations tab**→Animations group→Animate→Click arrow→Click an animation effect.
- **Slide Show Preparation** – setting up the Slide Show – Presenters Tools
- **Presentation Tips**
- **Printing the Presentation** - handouts
- **Inserting a YouTube into PowerPoint:**
<http://www.youtube.com/watch?v=YrtpCFDzrL0&feature=related>
- **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*”