

Center for Faculty Development and Support



**Creating Powerful
and Accessible
Presentation
PowerPoint 2007
Windows**

Tutorial

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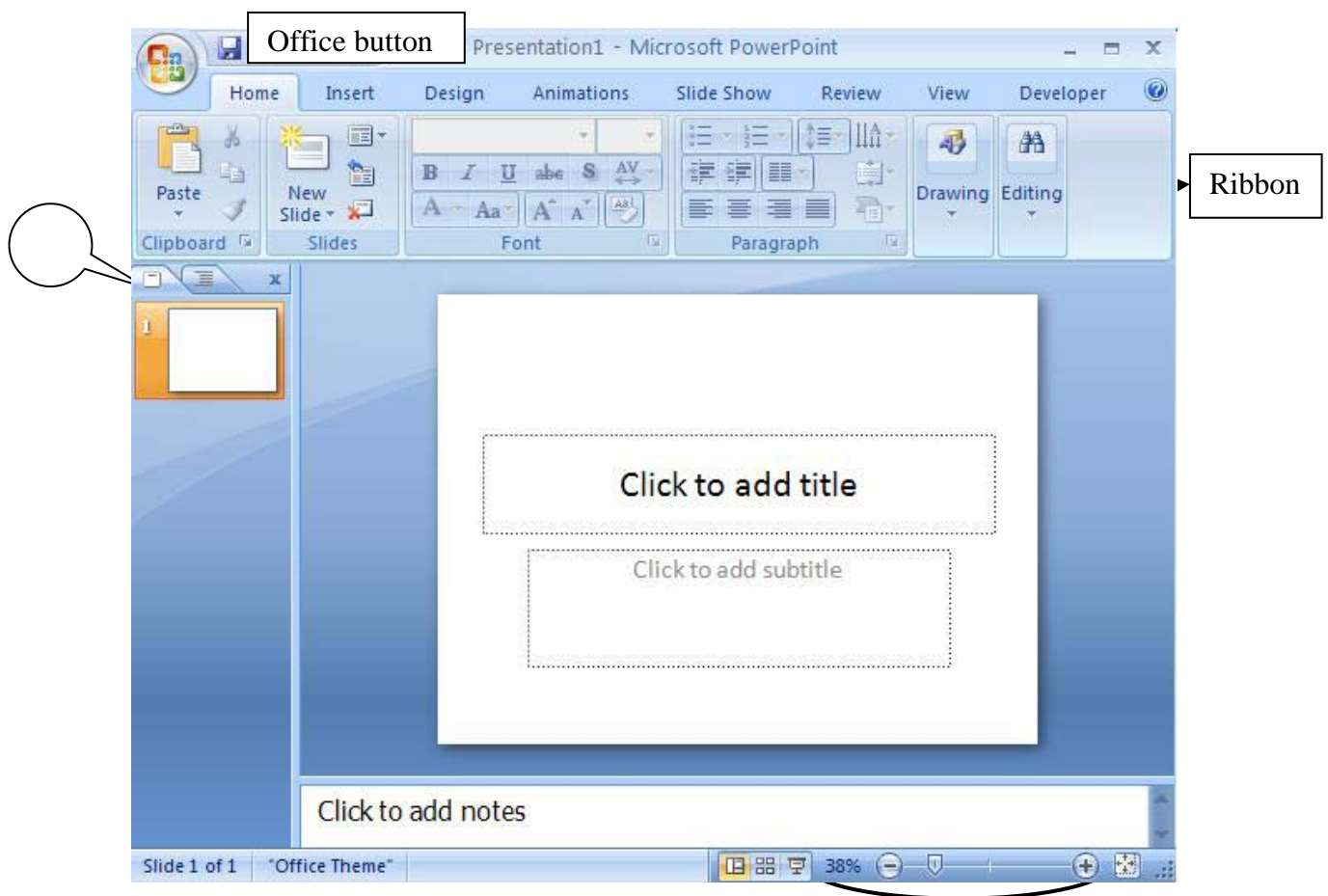
Create a New Document

- Select and launch **PowerPoint** from your **Start** menu. By default, the **Title** slide is created as your first slide or when you create a new document in the PowerPoint' **Office** button.

Navigate in the Normal View (default view)

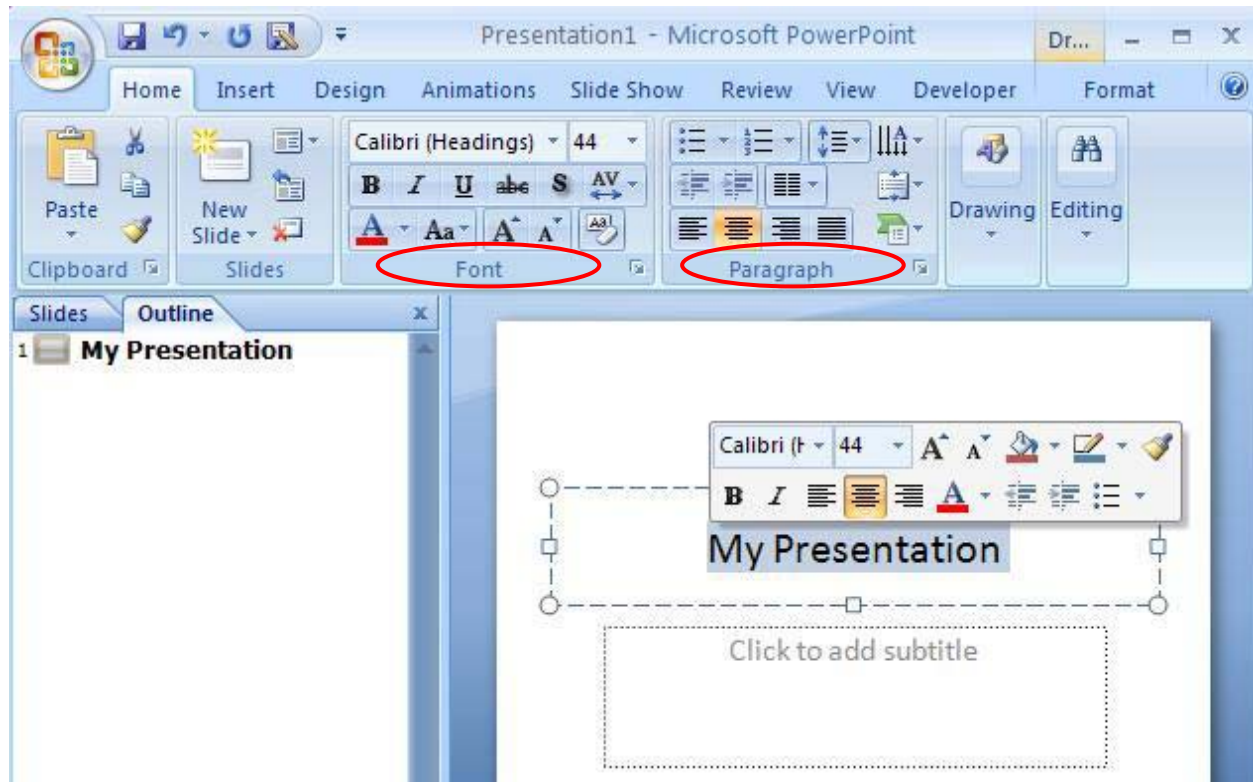
PowerPoint has many views to let you work with your slides. By default your presentation is in the **Normal View**. The Normal View has the following components:

- 1 : **Slides** view tab
- 2 : **Outline** view tab
- 3 : **Slide** window
- 4 : **Notes** window



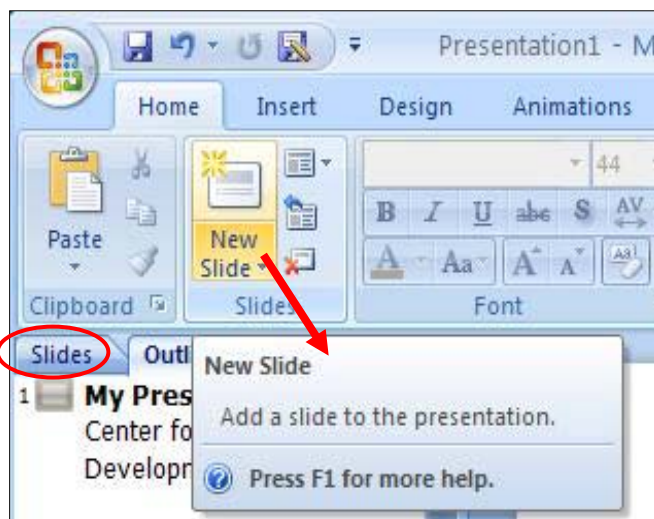
- To see all the slide miniatures of your presentation, select the (1) **Slides** view tab.
- To see the entire text contents in your presentation, select the (2) **Outline** view tab.
- To enlarge or reduce the (3) **Slide window**, move the **Zoom** slider bar at the lower right.
- To resize each window, click and drag on the vertical or horizontal **Splitter** bar.
- To input speaker notes, click and type in the (4) **Notes window**.

Input and Manipulate Text in a Slide



- On the **Title** slide, click the **Title text placeholder** and input text directly in the placeholder.
- Click the **Sub-title** text placeholder and input text directly in the placeholder.
- To manipulate the attributes of text, such as the alignment or styles, highlight the text and go to the **Home tab's Font group** or **Paragraph group** to select your font attributes (or in the pop-up quick Font menu).
- To apply more special effects to selected text elements, select the **Format tab** to see more options such as **Shape Styles**.

Insert a New Slide



There are a couple of ways to insert a new slide:

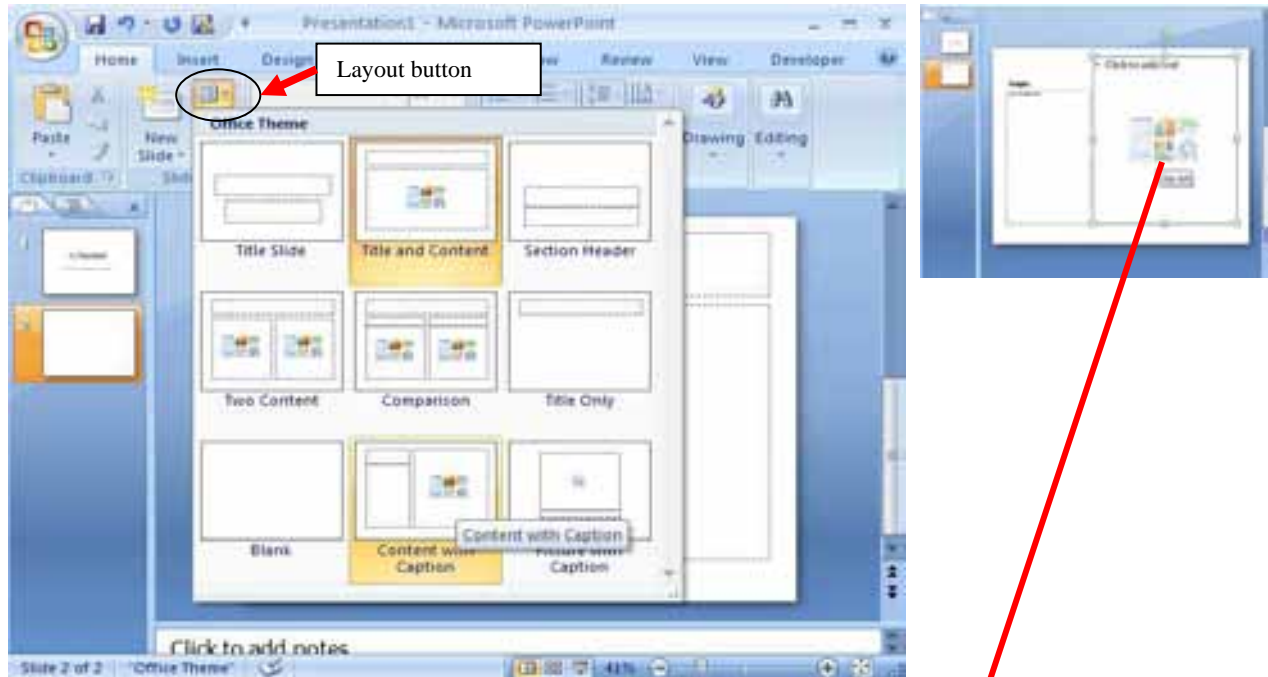
- In the **Home tab**, select the **New Slide** button. A new slide will be generated in the default **Content** slide layout after the **Title** slide.
- Or, under the **Slides** view tab, highlight the last slide and press the **Enter** key in the keyboard. A new slide miniature will be inserted.
- Or, under the **Outline** (or **Slides**) view tab, insert cursor at the end of a slide's content, right click and select **New Slide**.

Change Slide Layout

A **Layout** in PowerPoint is a template for arrangement of visual and text elements on a slide for a specific presentation purpose.

To see the layouts options:

- Go to the **Home tab** and select the **Layout** button. A table of layouts will be displayed.
- Click on your preferred layout and the change will be applied to your slide.



Insert Images



The **MS Clip Art** gallery is a resourceful database of photos, graphics, sound clips and animated images

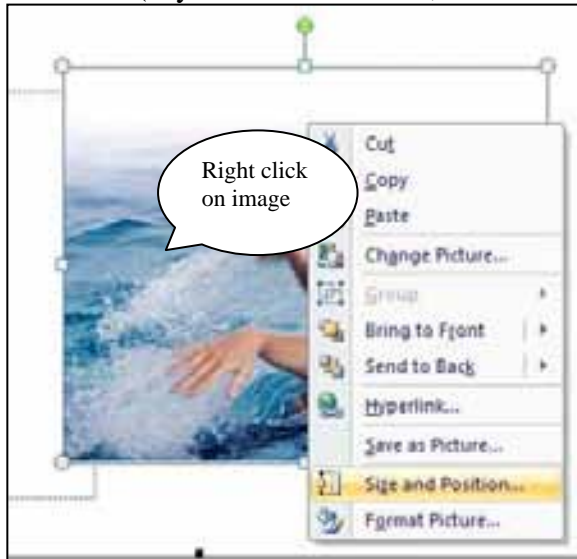
(movies). You can click on the **Clip Art icon** in the text placeholder to open the **Clip Art** panel on your right.

- Input a key word in the **Search for** field. In the drop-down window of **Results Should Be**, you can limit your options to a specific medium, such as **Photos** or **Clip art** only.
- Search results will be displayed below.
- Click on your choice to apply to slide or click the down arrow and select **Insert** in the drop-down window.

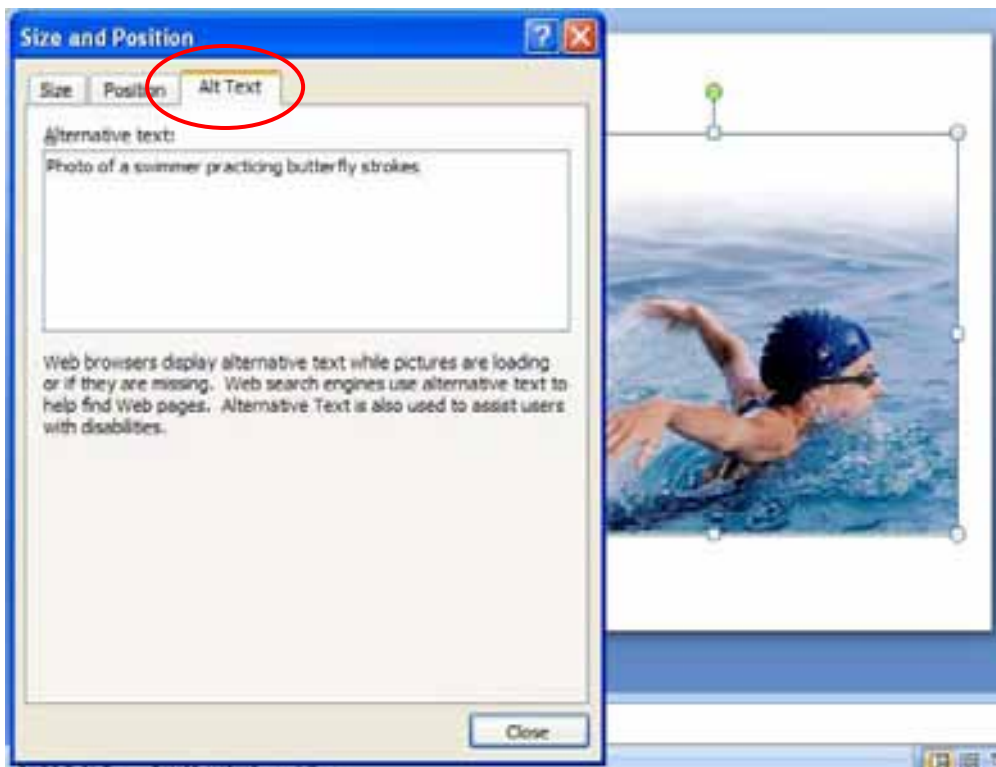
Add Alt Text to Images

Alt Text, short for Alternative Text, is the text equivalent information for your image. Users with visual impairment could use text-to-speech software to access the Alt Text and understand the purpose and content of your image.

- After inserting the image in your slide, right click on the image and select **Size and Position...** or **Size...** (If you don't see either, select Format Picture, and then click on the Alt text tab.)



- In the **Size and Position** window, select the **Alt Text** tab and input your description of the image. Click **Close** when done. Your **Alt text** will be embedded in the image.



Resize Images

- In the **Size and Position** window, you can change the size proportionally in the **Size tab - Scale** section or to specific measurements in the **Size and rotate** section.
- Or you can resize your image manually using your cursor.
 - Place your mouse cursor on the **white circle** at the lower left corner (or any corner) and when the cursor turns into a **cross**, click on the **white circle** (anchor point) and drag it diagonally up or down to resize.
 - If the resizing is not proportional, press on the **Shift** key at the same time when you resize.



- To rotate your image, you can click on the **green** circle on the image and swing-drag the image clockwise or counter clockwise.



Add a Hyperlink

- Highlight and right click the text that you want to add a hyperlink.
- Select **Hyperlink** in the pop-up window. The **Insert Hyperlink** window will replace the last window.



- By default the hyperlink function for **Existing File or Web Page** button is selected on the left column in the window.
- Enter the URL for your text in the **Address field** at the bottom of the window.
- Click **OK** when done.
- You can also open this window by going to the **Insert tab** and select the **Hyperlink** button.

NOTE: To test the URL link, you have to select the **Slide Show** view in the **View tab** (or F5 key), or click on the **Screen** icon at the lower left corner next to the **Zoom bar** of your document window.

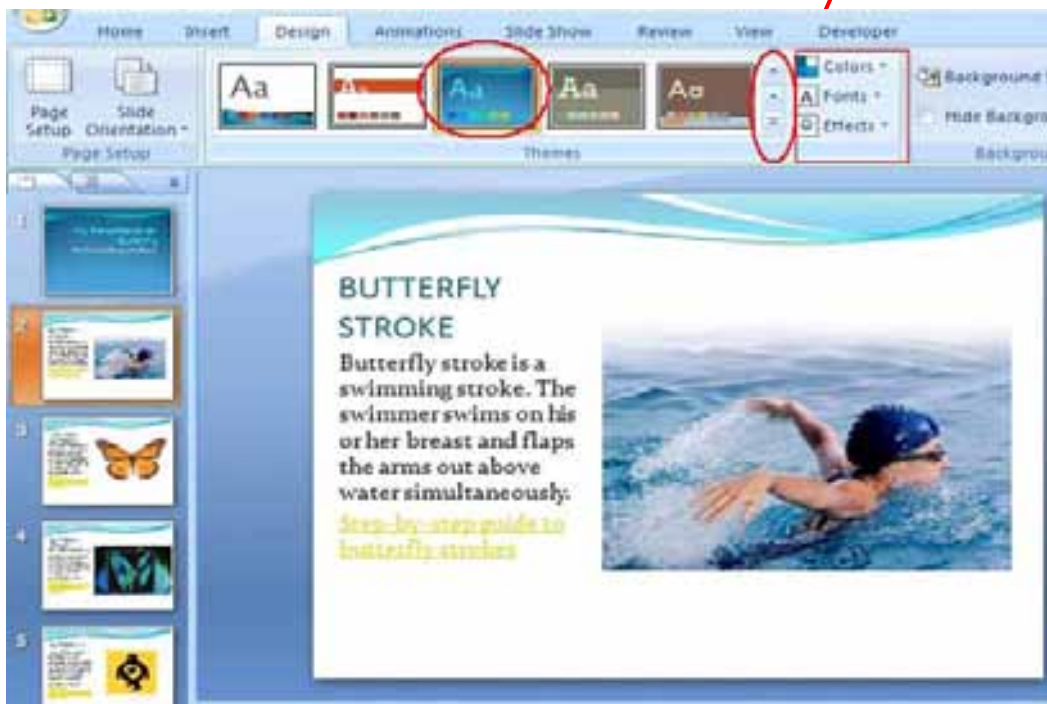


Add a Design Theme

- Go to **Design** tab and the selections are displayed in the **Themes** group.



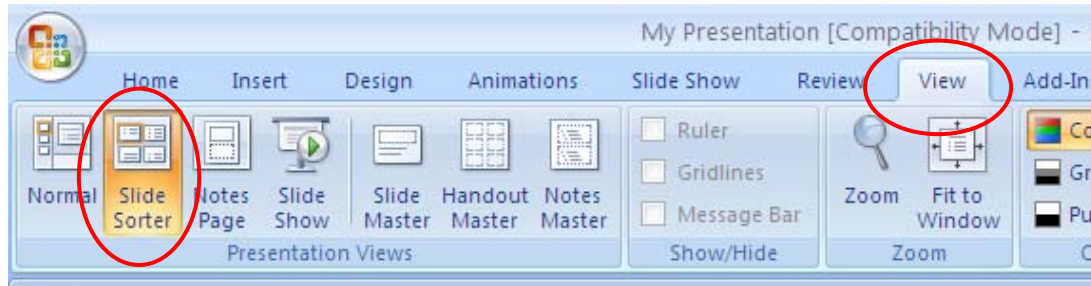
- Place your cursor over a **Theme** and preview the effect on your slide. Select the **Theme** and the effect will be applied to all the slides instantly. Click on the down arrows in the scroll bar next to the **Themes** group to reveal more Themes.



- Click on the **Colors** button, next to the **Themes** group, to reveal more selections of color combination.
- Click on the **Fonts** button below to reveal more selections of font combination.

Navigate in Slide Sorter View

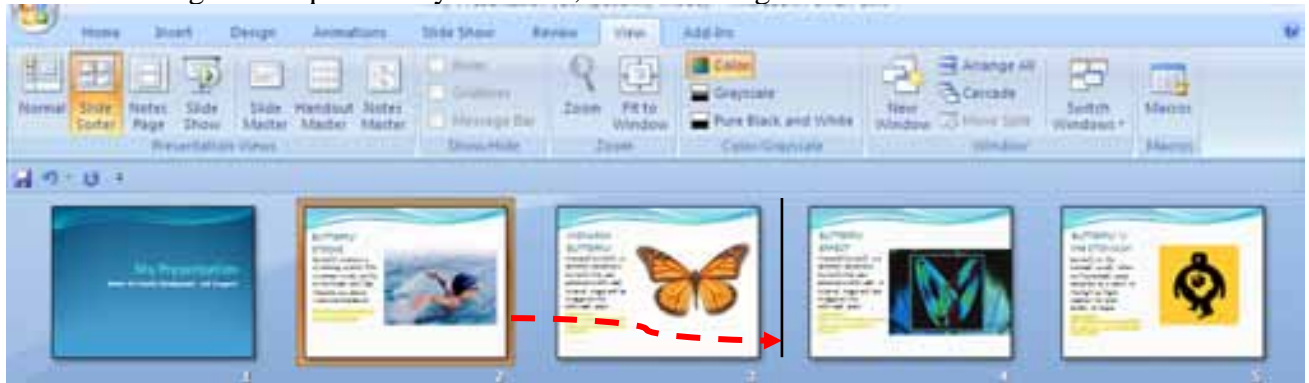
- There are a couple of ways to access the **Slide Sorter** view. Select the **View** tab and select the **Slide Sorter** icon.



- Or, you can go to the **View** bar at the bottom of your document window, next to your Zoom bar, and select the **Slide Sorter View** icon.



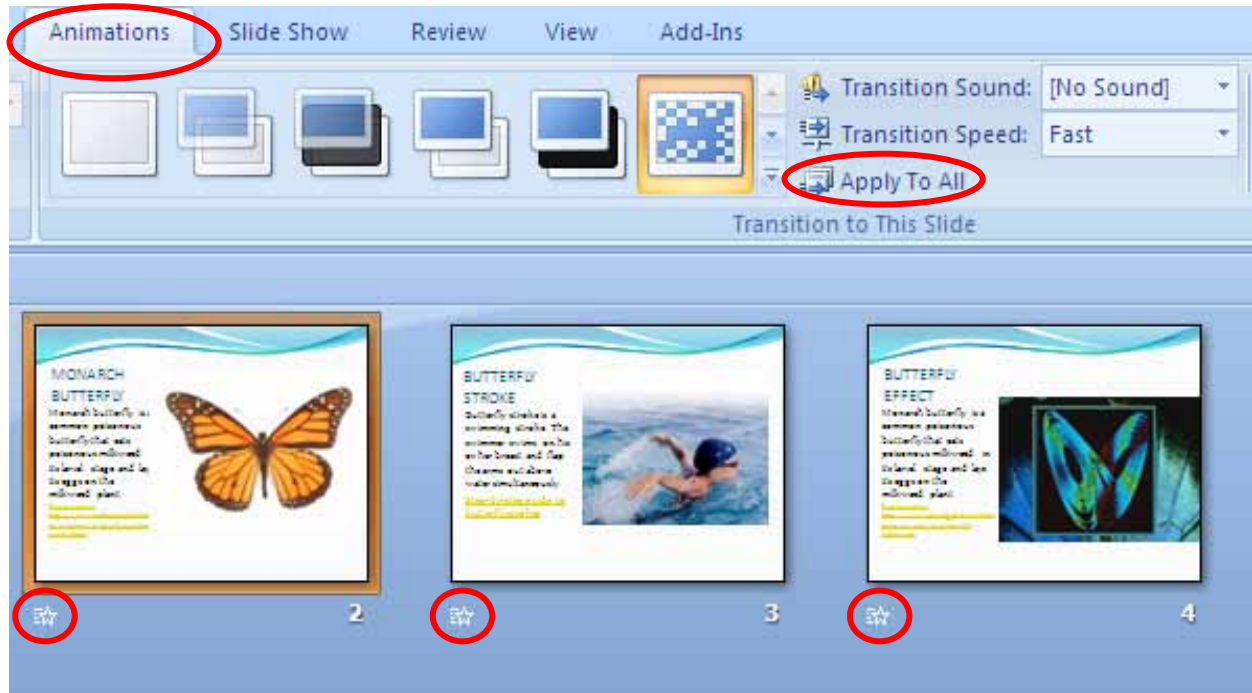
- The slides in your presentation will appear as miniatures.
- To rearrange the sequence of your slides, click and drag the slide to the new location.



- When you right click on a slide, you can add new slide, delete slide, or hide slide in a presentation in this view.

Add Transitional Effect

- In the **Slide Sorter** view, select the **Animations** tab. You can select an animated effect in the **Transitions to This Slide** group.
- Select a slide first. Click on an effect icon under the Animations tab to preview effect on your slide. If satisfied, select the **Apply To All** button to . The **Star** icons will appear below the slides.

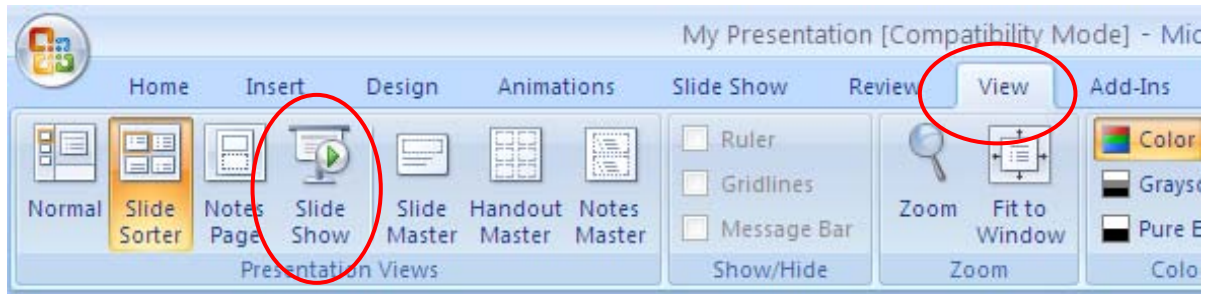


- You can adjust the speed of the transition by clicking on the down arrow of the **Transition Speed** above the **Apply To All** button.

Navigate in Slide Show View

For your final presentation in full screen or testing slide transition or hyperlinks, you will need to view slides in the **Slide Show** view.

- Select the **View** tab and select the **Slide Show** view icon. Your slides will appear in full screen.



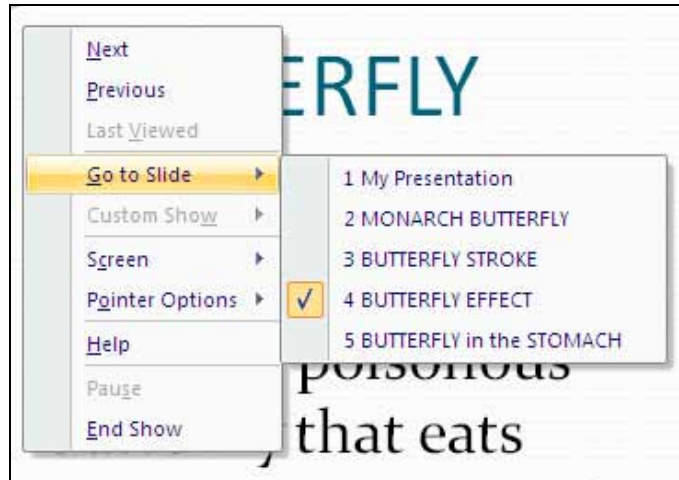
- Or, you can go to the **View** bar at the bottom of your document window, next to your Zoom bar, and select the Slide Show icon.



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There are a couple of ways to navigate your slides in full screen:

- Using the mouse
 - **Left mouse click** will advance your slide.
 - **Right mouse click** will bring up more navigation options including: going to the previous slide, going to a specific slide, activating a pointer or pen, ending show, etc.

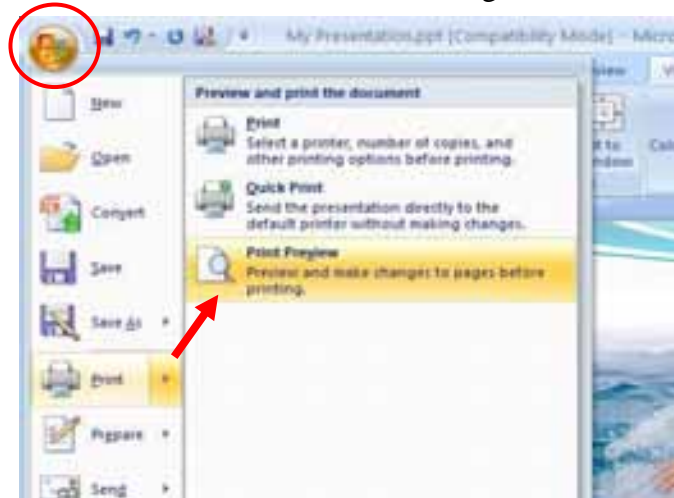


- Using the keyboard (different laptops may have slightly different key functions)
 - **Page Down** key or the **Right Arrow** key will advance your slide.
 - **Page Up** key or the **Left Arrow** key will bring you back to the last slide.
 - **ESC** key will end your slide show and return to the last view.
- Hide or show presentation by pressing/toggling the **B** key. The screen will become black when the B key is pressed.

Print Slides as Handouts

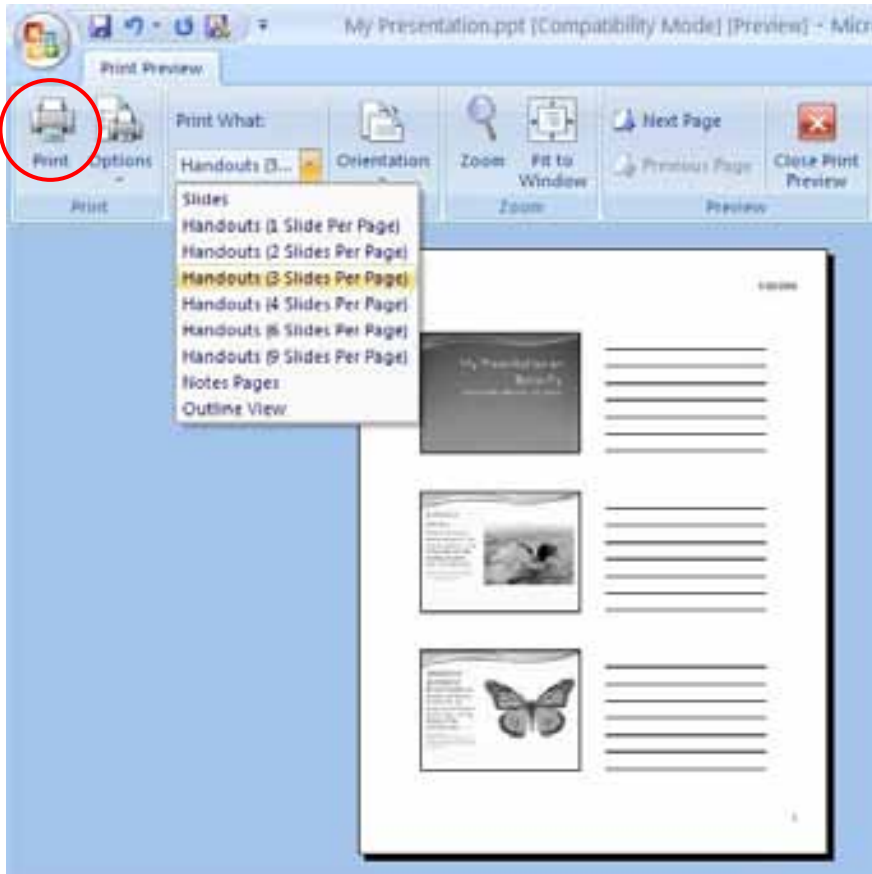
You can print different formats of handouts that contain one to nine slides per page, speaker note with each slide, or just the Outline view's content.

- Select the **Office button** and go to **Print** and select **Print Preview** option.



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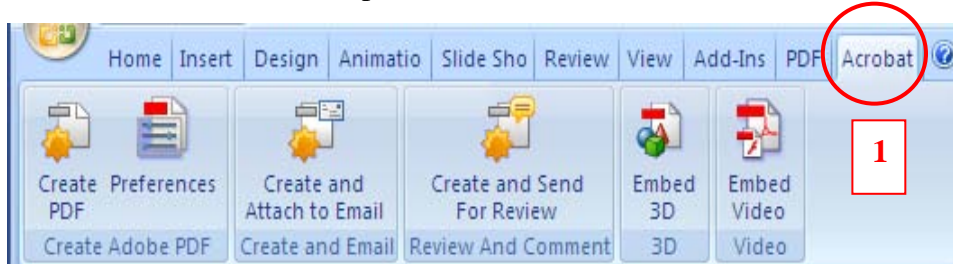
- The **Print Preview** ribbon and window will open. Select the **Print What** down arrow to see the options. Click to apply and preview your option.
- Click the **Print** button to proceed to printing.
- Click the red **Close Print Preview** on the right to return to the **Normal** view.



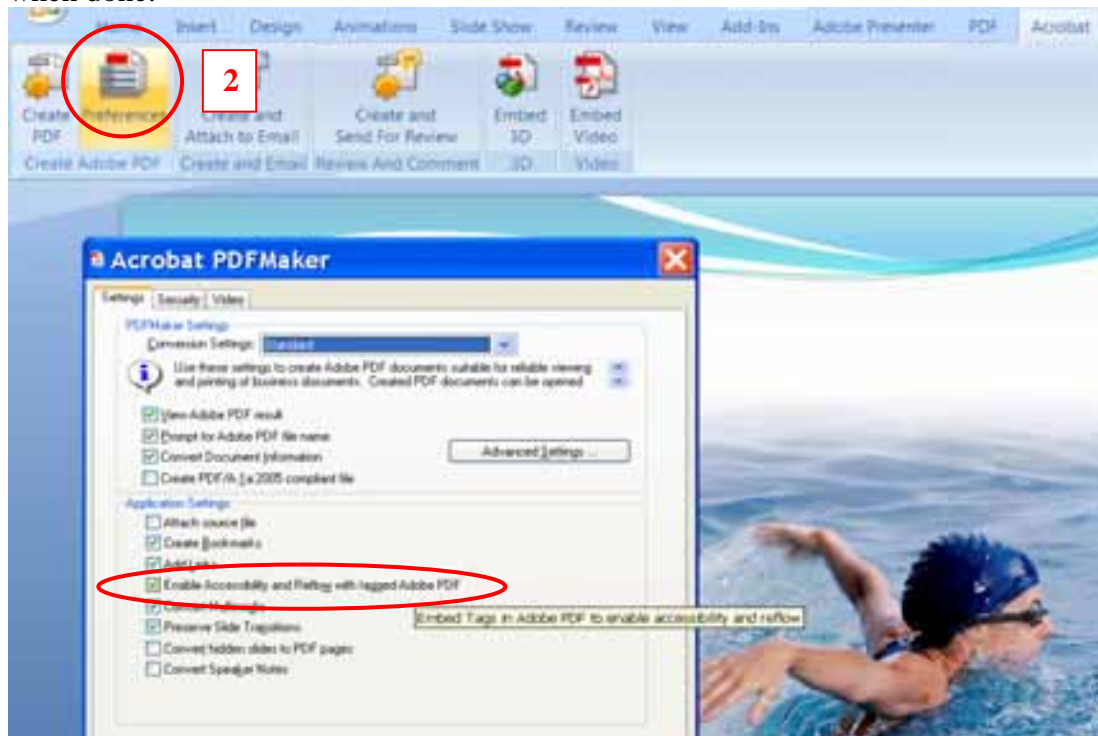
Convert as a PDF Document

Converting to PDF (portable document format) will conserve the visual format of your slides and users can view contents without constraints to a specific version of PowerPoint. In order to convert a PDF document user will need to install **Adobe Acrobat Professional**.

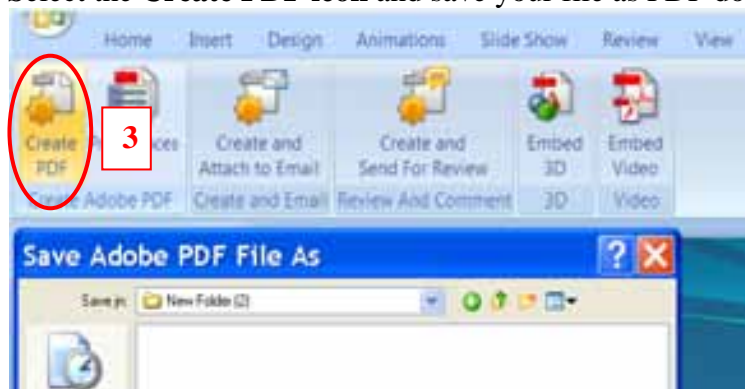
1. Select the **Acrobat tab** to open the **Acrobat ribbon**.



2. Select the **Preferences icon** and select the item related to **Enabling Accessibility**. Click **OK** when done.



3. Select the **Create PDF icon** and save your file as PDF document.



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- Your PDF document will open in Acrobat after conversion by default.
 - In **Acrobat**, you can navigate among your slides by selecting the miniature slides under the **Pages icon** on the left, or selecting the titles under the **Bookmarks icon** below the Pages icon.
4. The **Alt Text** that you created for the image will appear when you place your cursor over the image. The **titles** of all the slides will appear in the **Bookmarks** for direct access.

