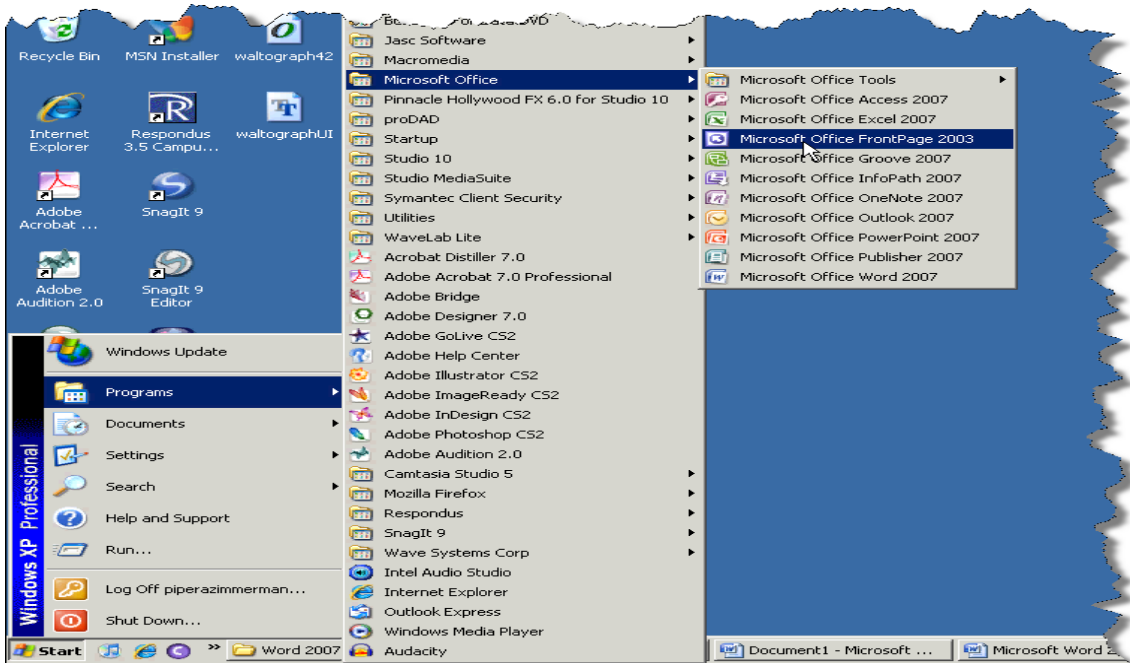


Basic PowerPoint 2007 Tutorial

New Document

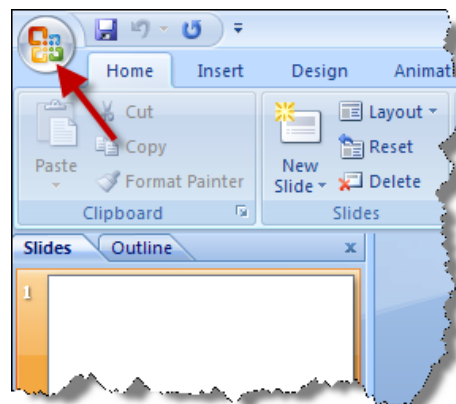
Begin by opening Microsoft PowerPoint.



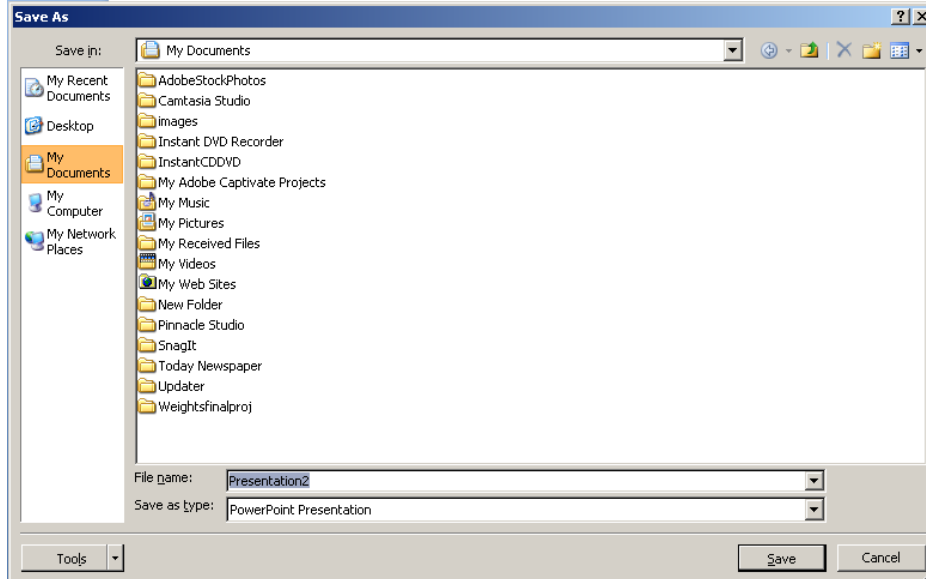
Immediately after you open PowerPoint, it starts you with a new document.

Save As

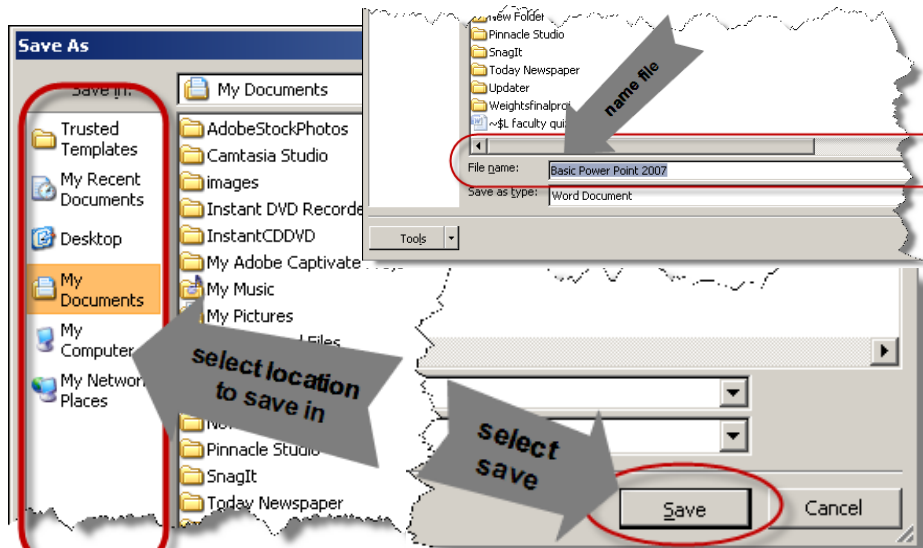
You will want to use “Save As” when you are saving a document for the first time. To do so go to “File” and in the file dropdown menu, select “Save As.”



This box will appear:



In that box you will want to select the location where you want your file saved. Then name the file, and select “Save.”



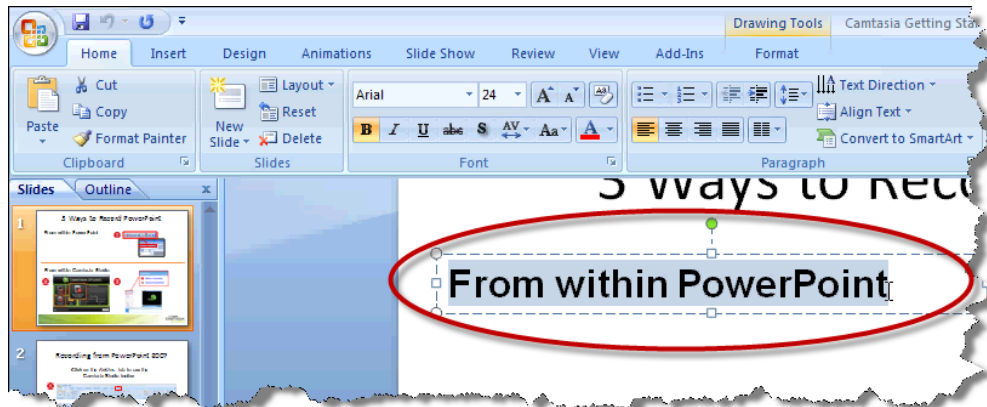
Save

Use “Save” when you have previously saved a file, but you only want to back up your current changes.

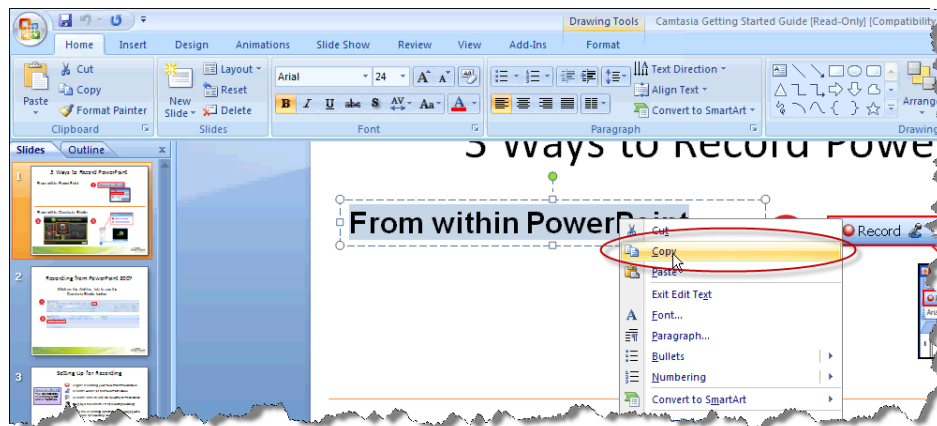
There are two ways to do this. The first way is to go to file and select “Save.” The second way is to press CTRL+ S on your keyboard at the same time

Copy (text from one slide to another)

There are two ways to copy text from one slide to another. The first way is to make sure the slide you wish to copy the text from is selected and showing. Next, highlight the information you wish to copy.

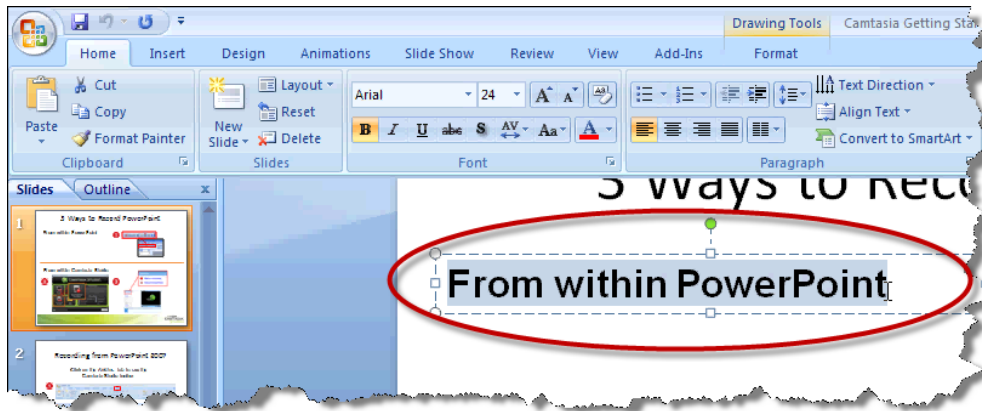


Right click on top of that information and select “Copy.”



Proceed to the slide where you wish to paste that information. Select that slide and make sure it is showing. Then right click in the location where you wish to place the text and select paste (for more detailed instructions on Pasting, refer to the “Paste” step).

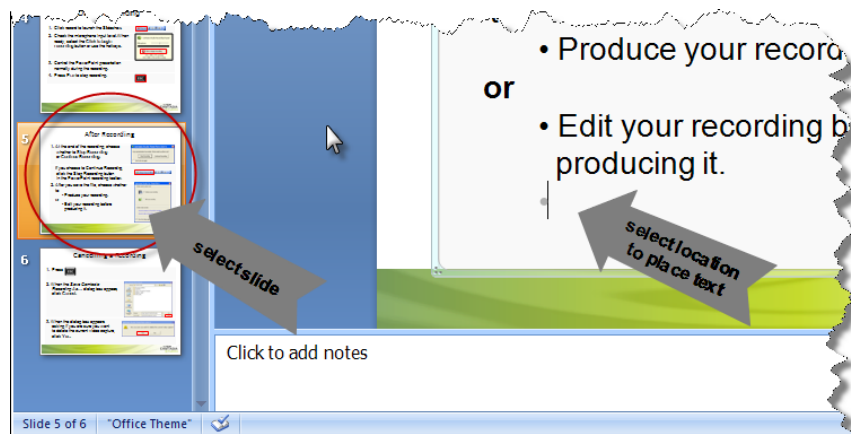
The second way is to make sure the information you wish to copy the text from is selected and showing. Next, highlight the information you wish to copy.



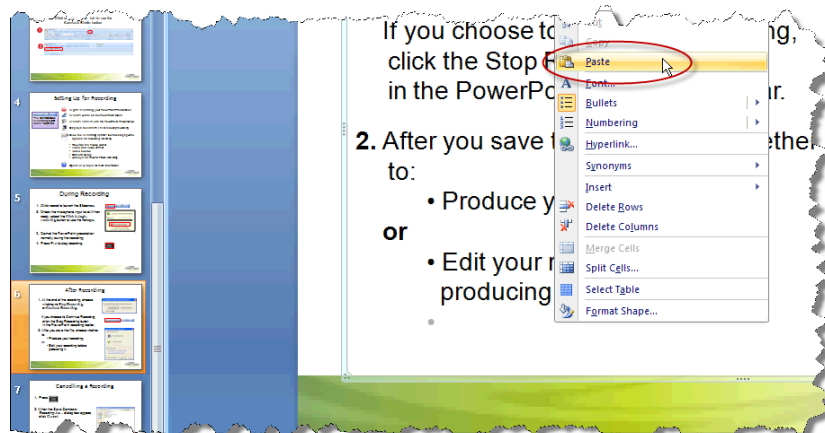
Instead of right clicking on that information, you can simply press CTRL+C on your keyboard at the same time and your information will then be copied.

Paste

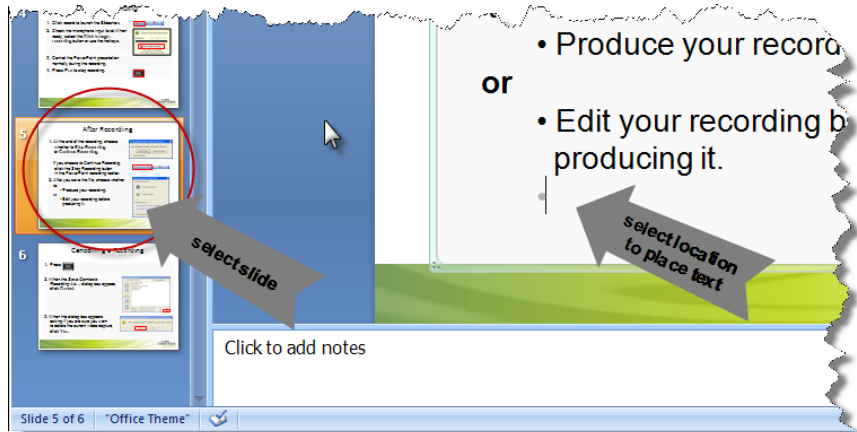
The first way is to make sure the slide where you wish to paste the information is selected and showing. Next, select the area on the slide where you wish to place the information.



After placing your cursor on the location where you wish to paste the text, right click on that area and select "Paste."



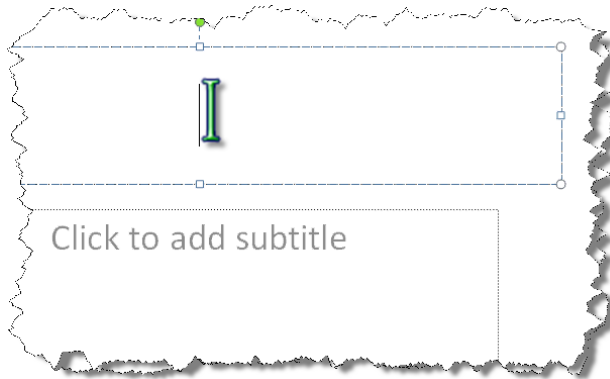
The second way is to make sure the slide where you wish to paste the information is selected and showing. Next ,select the area on the slide where you wish to place the information.



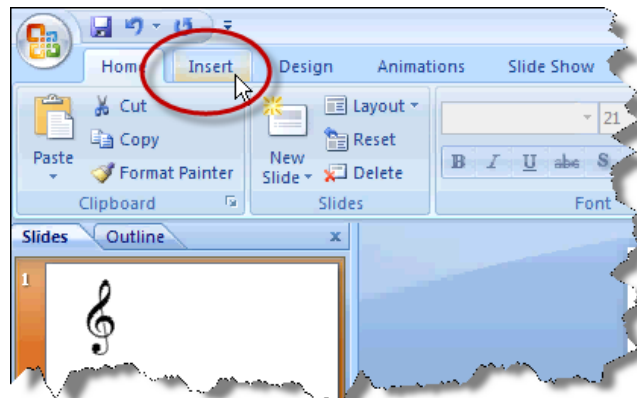
Now, instead of right clicking and selecting paste, press CTRL+V on your keyboard at the same time to paste your information.

Insert Image

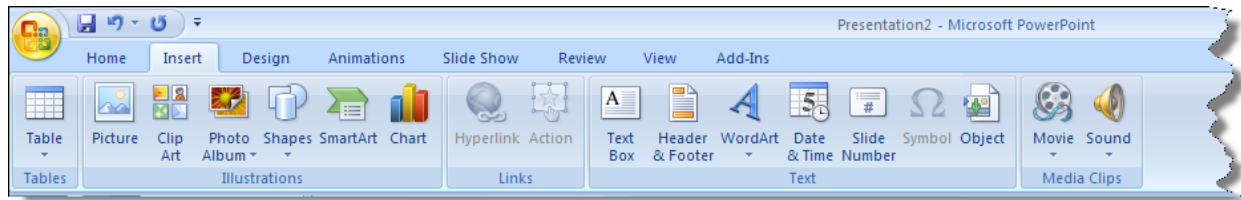
To insert an image into your PowerPoint presentation using insert tab, select area where you wish to insert an image .



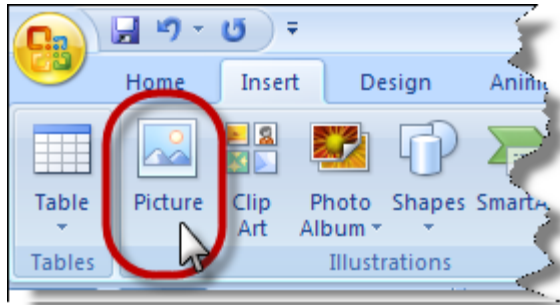
Go to the top of the page and click on the "Insert" Tab.



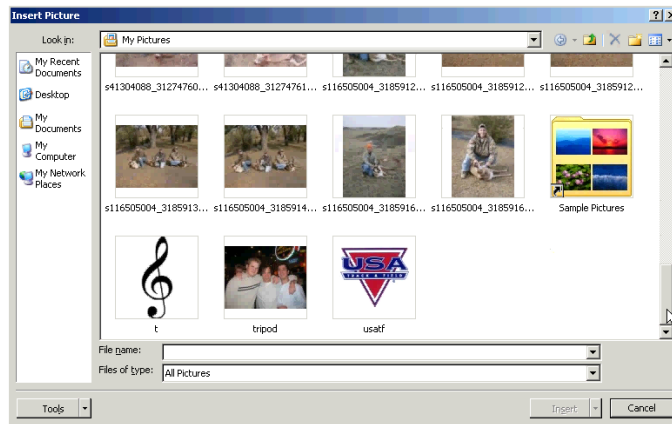
Your tool bar will change and will now look like this:



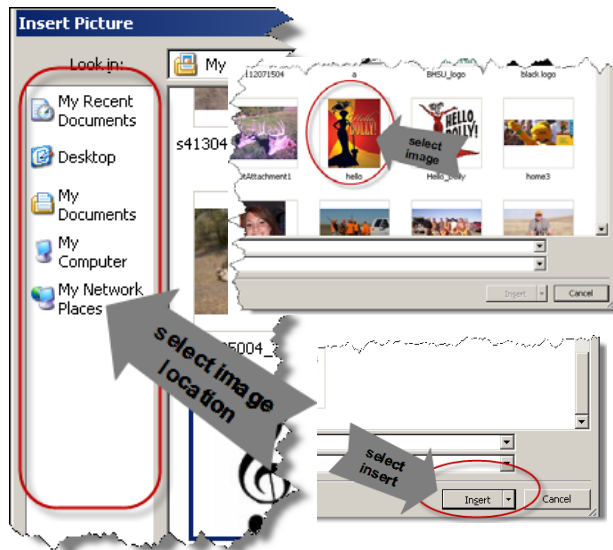
From that toolbar select the picture icon:



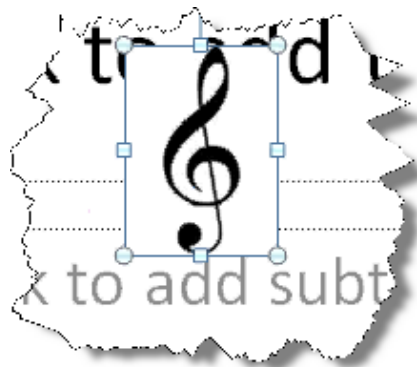
From there a box will appear:



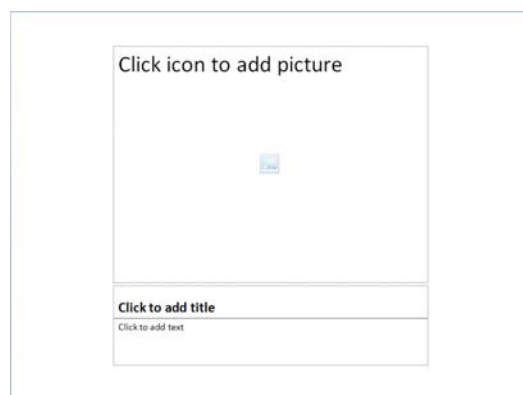
In the image box, you will need to select the location where your image is saved. Then select the image you wish to add to the PowerPoint, and select “Open” or simply press “Enter.”



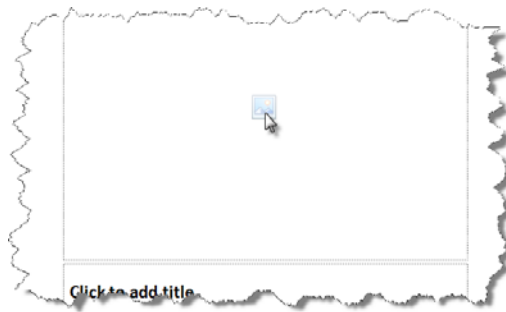
Your image will then appear:



The second way is inserting an image onto an image-applicable slide; for example a picture only slide would look like this:



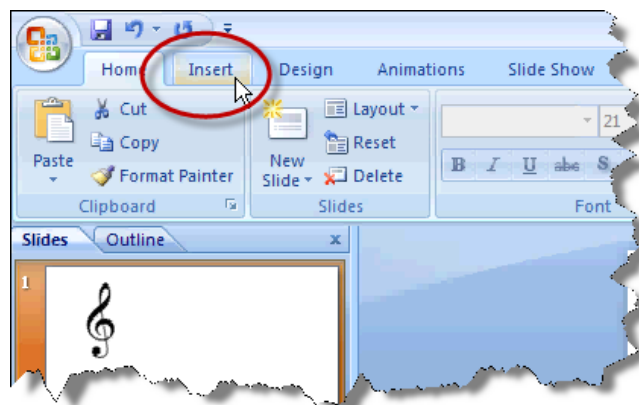
To insert a picture onto a slide, select the picture icon in the center of the slide.



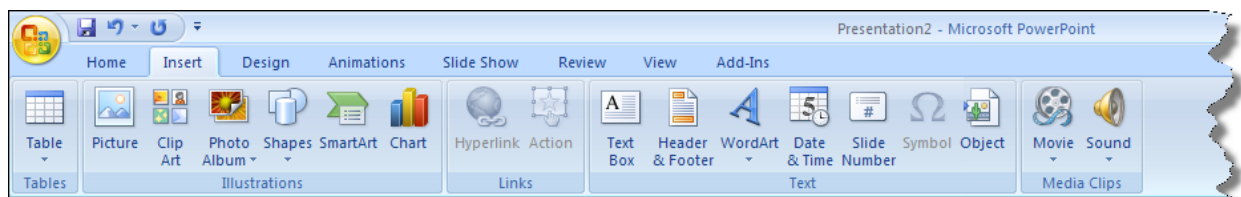
Now repeat to insert a picture to your PowerPoint.

Insert Audio

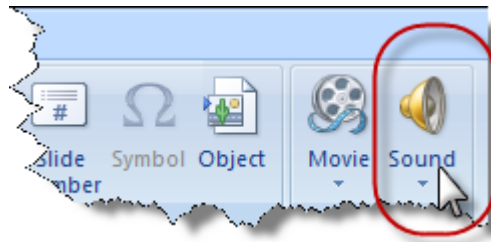
To insert audio into your PowerPoint presentation, go to the top of the page and click on the “Insert” Tab.



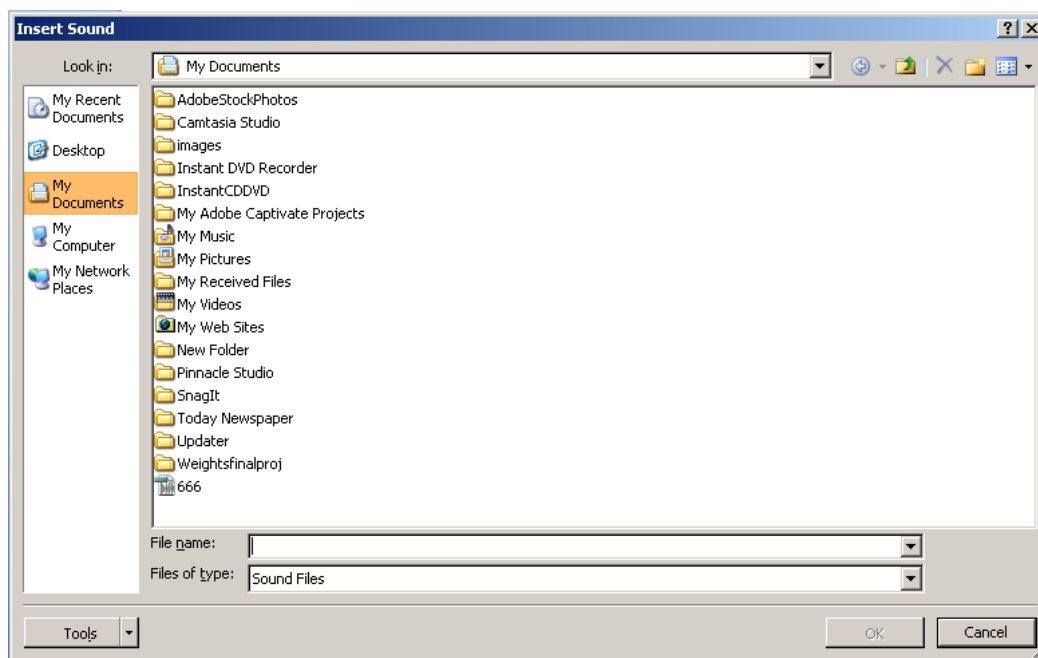
Your tool bar will change and will now look like this:



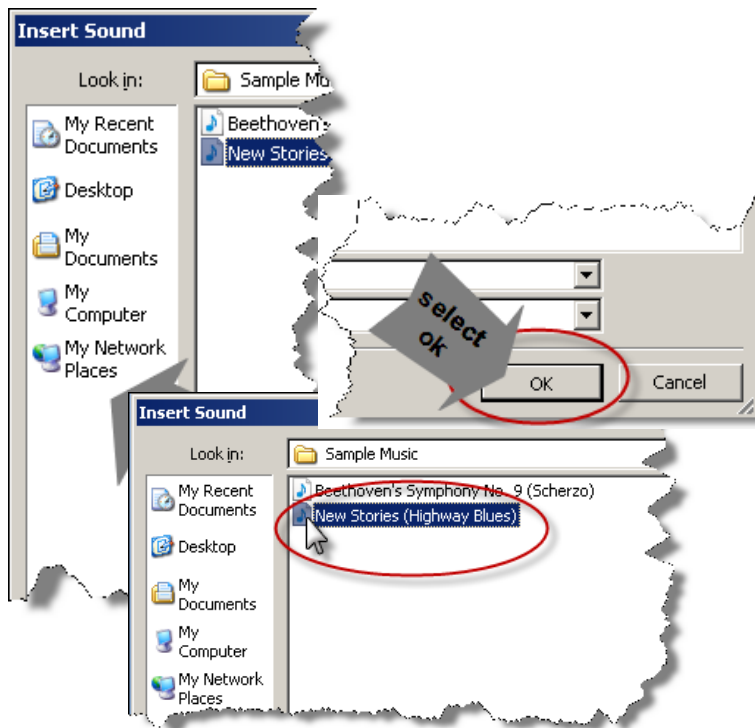
Then you will want to select the “Sound” Icon where a box will appear:



This box will then appear:



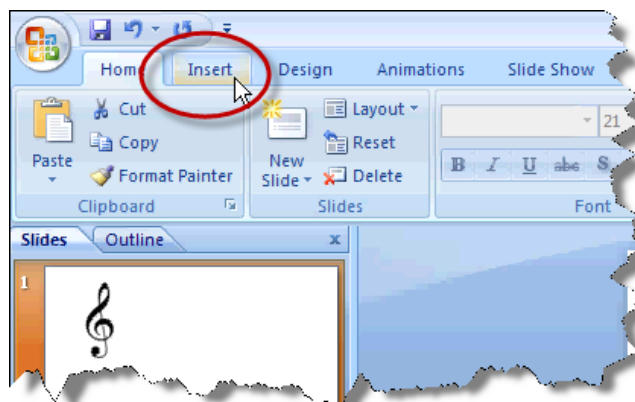
In the image box, you will need to select the location where your image is saved. Then select the audio file you wish to add to the PowerPoint, and select “Open” or simply press “Enter.”



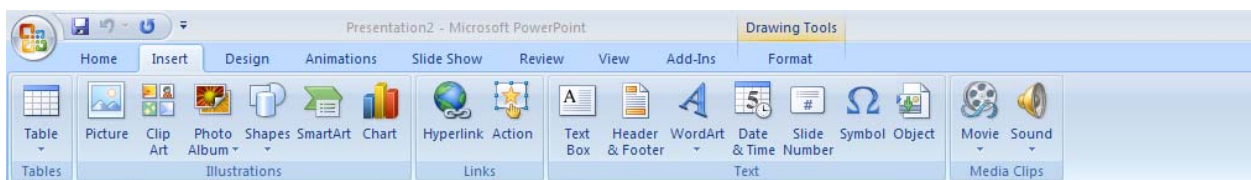
Your audio file is now applied to your PowerPoint presentation.

Adding a Link

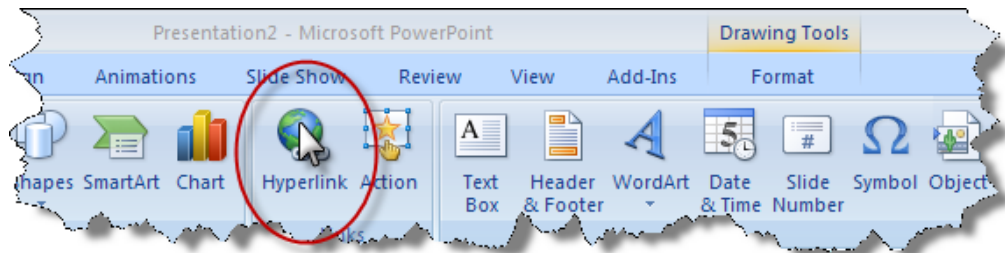
To add a link to your PowerPoint presentation, go to the top of the page and click on the "Insert" Tab.



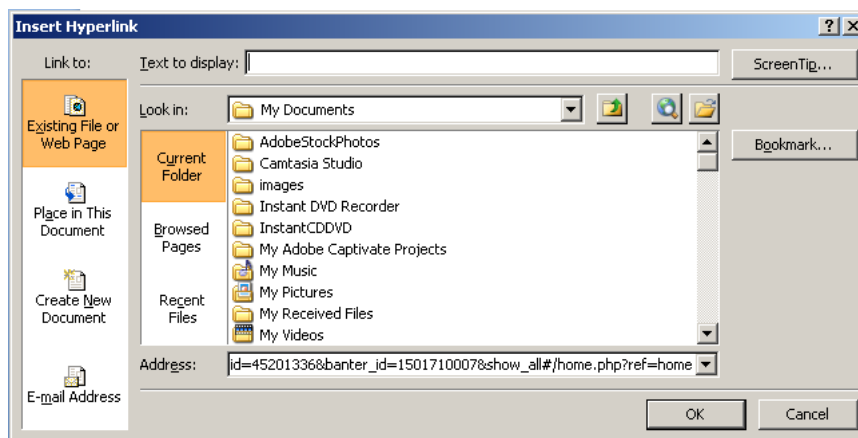
Your tool bar will change and will now look like this:



Then you will want to select “Hyperlink.”



This box will appear:



In that box you will want to list the link you want, place the text you want to display, and select “OK.” When finished, you will have successfully inserted a hyperlink.

If you follow these guidelines, then you should be able to get started using PowerPoint 2007.