

Microsoft Office 2007: Essentials, Revised Edition



Lesson 18: Creating and Delivering a Presentation

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Presenting PowerPoint

- **Start PowerPoint**

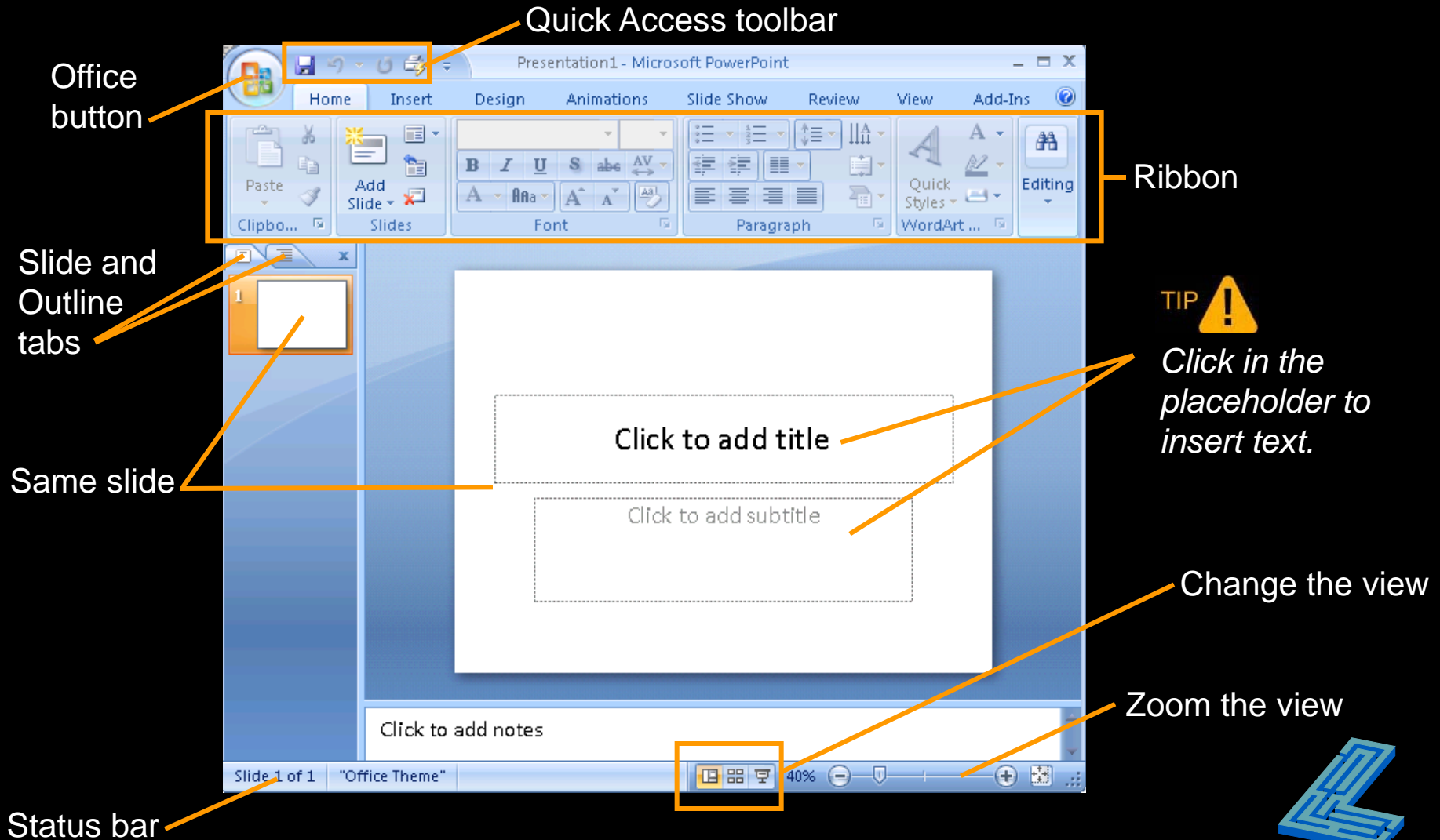
- ▲ Start button 

- ▲ Windows Explorer

- ▲ My Computer

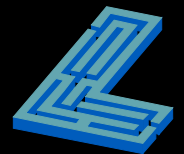
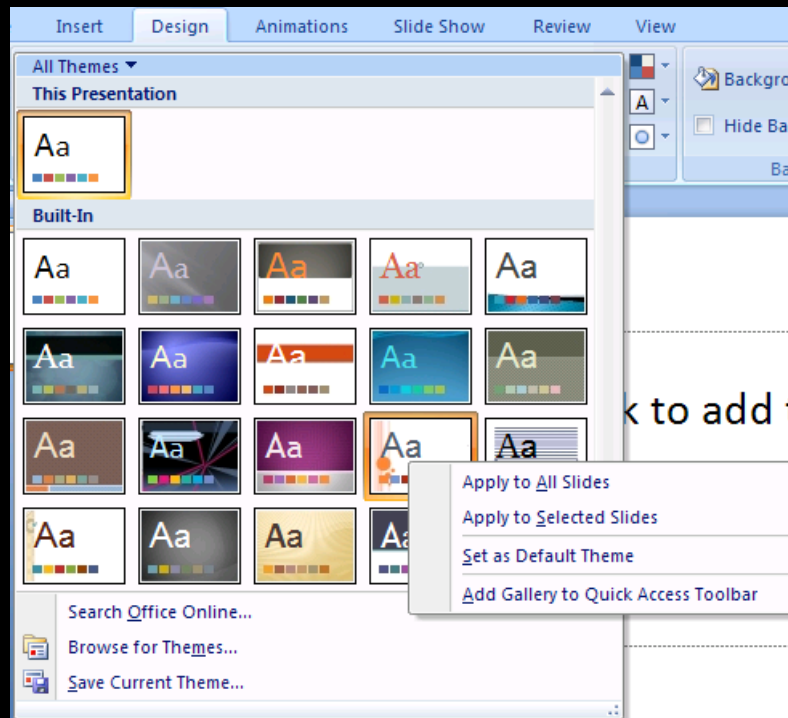


Navigating the PowerPoint Window



Using Document Themes

- Easily format all presentation slides with consistent
 - ▲ Color schemes
 - ▲ Font style and size
 - ▲ Bulleted lists



Using the PowerPoint Ribbon

Each tab contains several groups of buttons and button menus



Add/delete slides and change slide layout

Change the font face, size, color, etc.


Dialog box launcher

Copy, paste, and apply the Format Painter



Creating a Basic Presentation

- Know your audience
- Know your purpose
- Know your expectations

TIP  *Less is usually more!*

Not so Good

Much Better



Adding Slides

- **Two methods**

- ▲ From the Ribbon
- ▲ Right-click

TIP  *New slides appear after the currently selected slide.*

- **Slides panel**

- ▲ Displays thumbnails of slides when in Normal view

- **Slide Sorter view**

- ▲ Useful when you have more slides than will fit in the Slides panel display



Working with Bulleted Lists

■ Bulleted lists (Level 1)



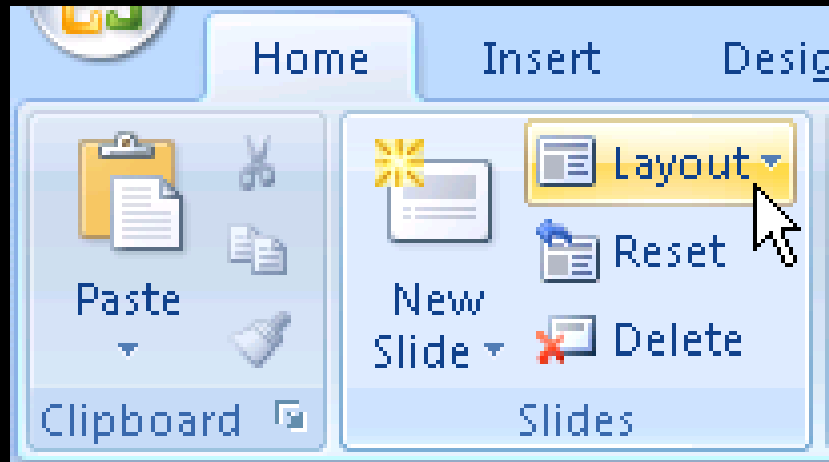
■ Bulleted lists

- ▲ Turn bullets on and off
- ▲ Promote (increase) indent
- ▲ Demote (decrease) indent



Choosing the Slide Layout

- Nine different slide layouts in PowerPoint

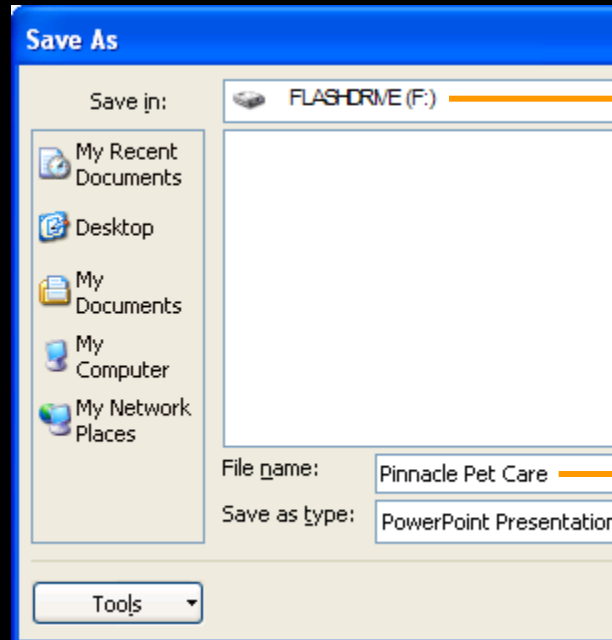


Click the Layout button to apply a new layout to the selected slide(s)



Saving the Presentation

- Save the presentation



Choose a location for your presentation

Name your presentation

TIP  Save early and save often!

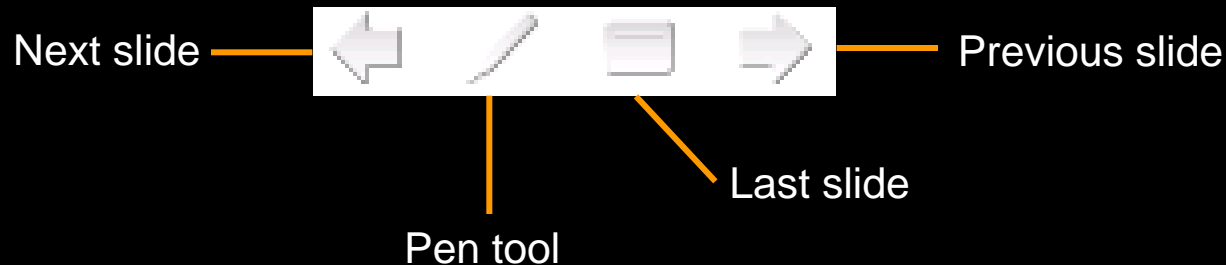


Delivering the Slide Show

- **PEER**

- ▲ Pace
- ▲ Emphasis
- ▲ Eye contact
- ▲ Relax

- **Use the Slide Show toolbar**



TIP  *Use a variety of keyboard shortcuts to navigate as well!*



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