

# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 19: Designing the Presentation

[Return to the Office 2007 web page](#)



LABYRINTH  
LEARNING™

# Working with Slides

- **Copying text and objects**
  - ▲ Slide Sorter view
  - ▲ Copy and Paste
    - ◆ Moving text to a location not visible on the screen
  - ▲ Drag and drop
    - ◆ Moving text to a location visible on the screen

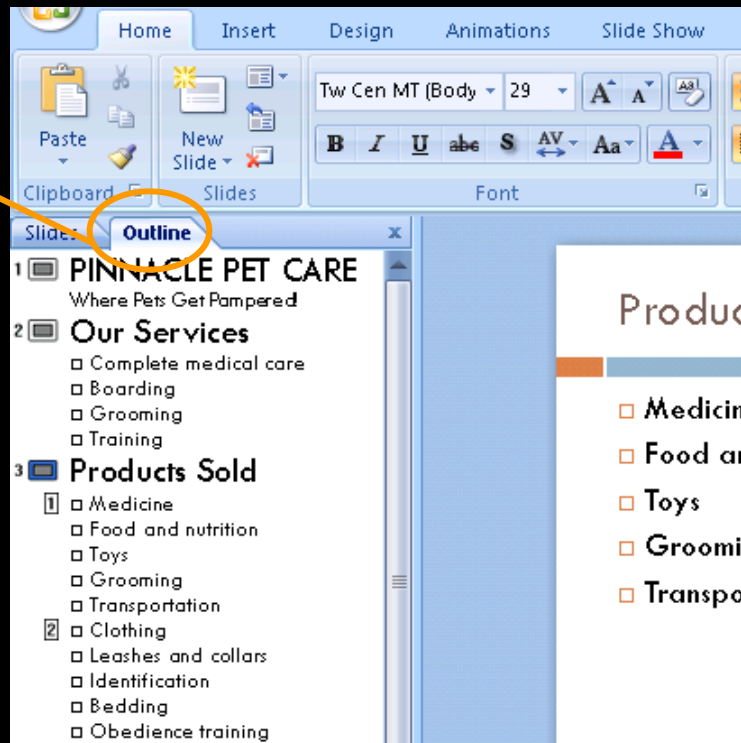


# Working with Outlines

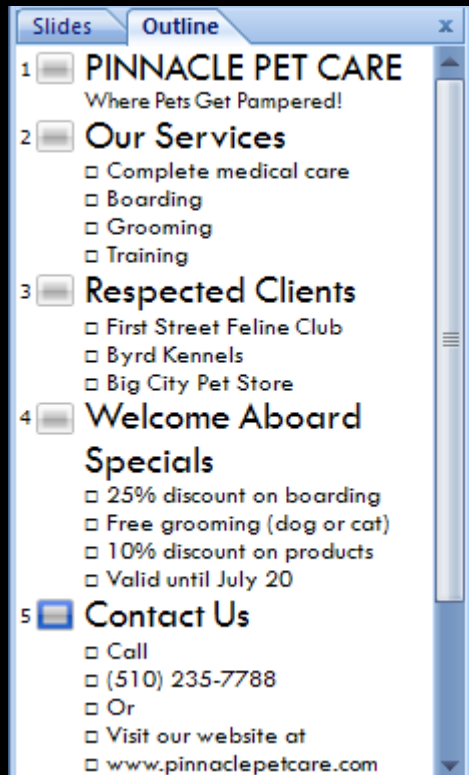
## ■ Outline panel

- ▲ Add, remove, and move text
- ▲ Available on the left side of the screen in Normal view
- ▲ Type in Outline panel or on a slide
- ▲ All Ribbon formatting commands are available

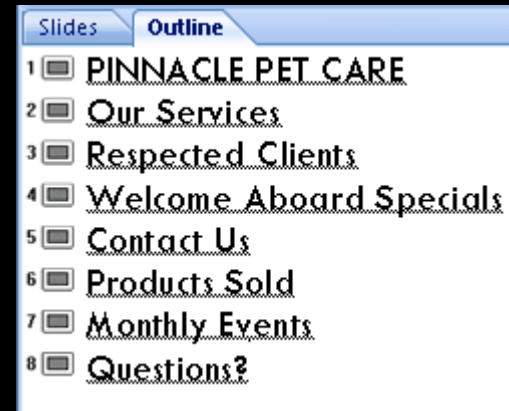
Outline tab



# Collapsing and Expanding Slides



Expanded slides

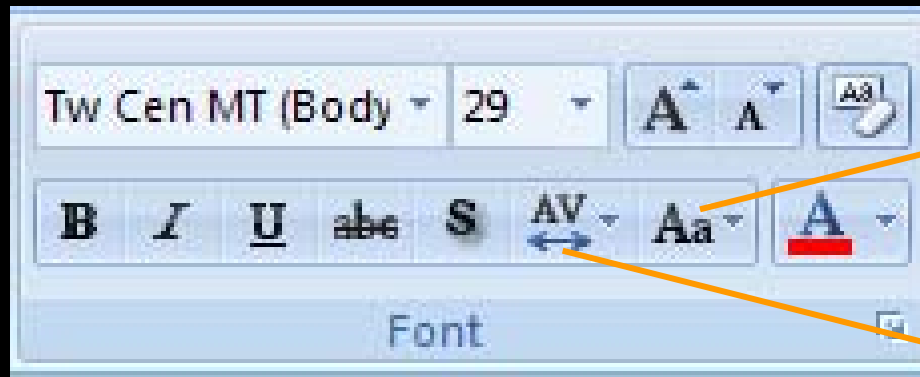


Collapsed slides



# Formatting Your Presentation

- Format text
- Set character spacing
  - ▲ Give “breathing room” to text
- Set the text case






Change the text case

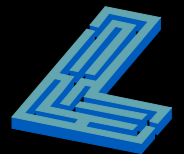
Change the character spacing



# Formatting Your Presentation

- **Change the line spacing**
  - ▲ Give “breathing room” between lines
  - ▲ Home tab on the Ribbon
- **Set paragraph alignment**

	<b>Align left</b>
	<b>Align center</b>
	<b>Align right</b>
	<b>Justify</b>



# Using the Slide Sorter

## ■ Rearrange slides

The screenshot shows a slide sorter interface for 'Pinnacle Pet Care'. The interface displays seven slides in a grid, numbered 1 through 7. An orange arrow points from slide 2 to slide 5, indicating a move operation.

**Slide 1:** Pinnacle Pet Care logo and tagline 'Where Pets Get Prepared'.

**Slide 2: Monthly Events**

- Training Demonstrations
  - Second Monday of each month
- Open House
  - First Monday of each month
- Pet Care Workshops
  - Last Saturday of each month
    - Waxing (cats/dogs), Grooming (cats/dogs)
    - Micro-chip (cats/dogs), Obedience (cats/dogs)

**Slide 3: Our Services**

- Complete medical care
- Boarding
- Grooming
- Training

**Slide 4: Welcome Aboard Specials**

- 25% discount on boarding
- Free grooming (cat or dog)
- 10% discount on products
- Valid until July 30

**Slide 5: Contact Us**

- Call
  - (310) 225-7733
- Or
  - Visit our website at [www.pinnaclepetcare.com](http://www.pinnaclepetcare.com)

**Slide 6: Products Sold**

Medicine	Grooming
Food and nutrition	Leashes and collars
Toys	Identification
Grooming	Bedding
Transportation	Obedience training

**Slide 7: Our Staff**

- Dr. Goodale, DVM - Chief Veterinarian
- Veterinarian - Boarding and Grooming Manager
- Wendy - Training Manager

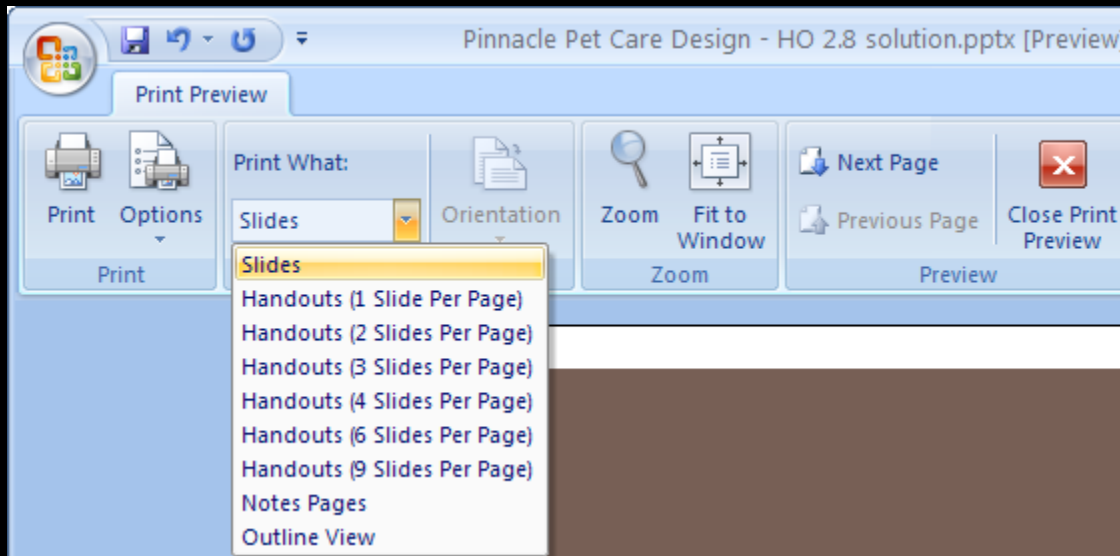
The interface includes a 'Slide Sorter' tab, a 'Median' tab, and a status bar showing '72%' zoom and navigation controls.

Moving the Monthly Events slide



# Printing Your Presentation

- What you can print:
  - ▲ Slides
  - ▲ Handouts
  - ▲ Speaker notes
- Print Preview
  - ▲ See how the slides will look when printed





# Printing Your Presentation

## ■ Print dialog box

**Printer**

Name: HP Color LaserJet 8550 PCL

Status: Idle

Type: HP Color LaserJet 8550 PCL

Where: LPT1

Comment:

Print to file

**Print range**

All  Current slide  Selection

Custom Show:

Slides:

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

**Copies**

Number of copies:

Collate

**Print what:**

Color/grayscale:

**Handouts**

Slides per page:

Order:  Horizontal  Vertical

Scale to fit paper  Print hidden slides

Frame slides  Print shadows

Print comments and ink markup

Choose what to print

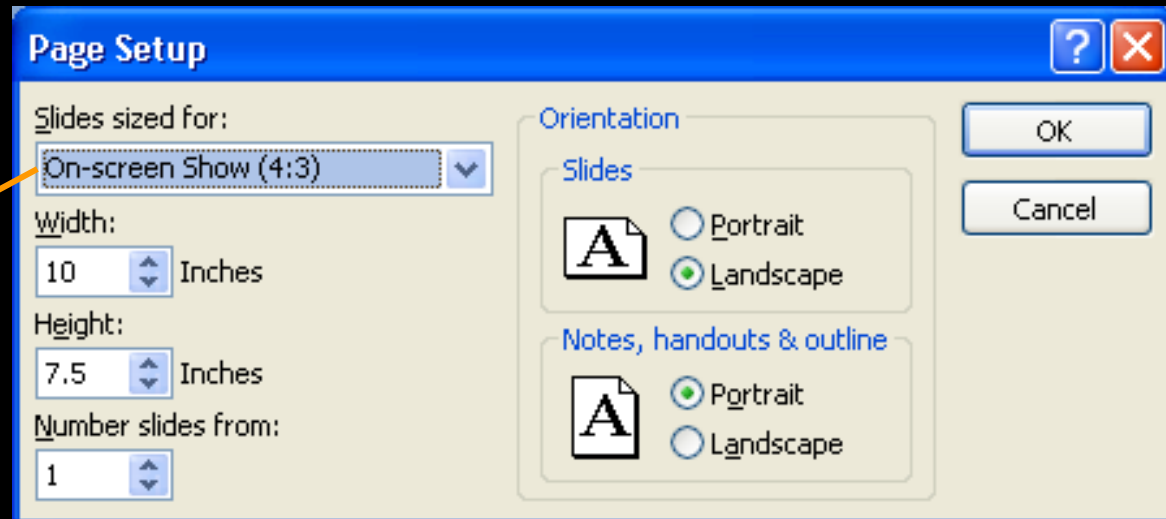
Choose to print in color, grayscale, or black and white

Check this button if you are printing more than one copy; prints the copies one at a time



# Printing Your Presentation

- Page setup and output formats



Choose an output format for overhead transparencies, letter paper, banners, and more



# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 19: Designing the Presentation

[Return to the Office 2007 web page](#)



LABYRINTH  
LEARNING™