Microsoft Office

Power Point 2007 – 2010

Objectives

PowerPoint 2007-2010

- 1. Setup options
- 2. Built-in templates
- 3. Quick Access Toolbar

Prepare basic presentation

- 1. New presentation
 - 2007: Home New Blank presentation
 - 2010: File New Blank presentation
- 2. Layout using templates (pictures-text-graphs)
 - 2007: Home New Microsoft Office Online
 - **2010:** File New Office.com Templates
- 3. Insert New Slide or Insert Duplicate Slide
- 4. Slide view Slide sorter Slide show (F5)
- 5. Background Text boxes Font style–size–color

Online Handouts

http:// webclass.org



Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling Audacity Copyright Infringement Creating a Digital Story Digital Cameras EPISD Photo Release iPod - Getting Started Podcast Projects Sample Movie Maker files Syncing video iPod Using iTunes Windows Movie Maker MOV-WMV converter MP4-AVI converter WMV-MP4 converter

ePALS Student Email

Excel 2007

Keyboarding

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PowerPoint 2007

Project Share



Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



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Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars



Creating PDF files using Office 2007 Customizing Quick-Access Toolbar in Office 2007 Using Paint for Math-Science-Lang Arts Using HP webcam for Digital Storytelling Windows 7 Features

PowerPoint 2007 Ribbon



PowerPoint 2010 Ribbon



Quick-access Toolbar

Eliminates or decreases tab use



Options



Options – Save



PowerPoint Presentation 97-2003 myfile.ppt – myfile.pptx

Options – Advanced

PowerPoint Options		? 🗙
Popular	Slide Show	<u>^</u>
Proofing	Show menu on right mouse click	
Save	Show popup toolbar i ENG WITN	
Advanced	Prompt to keep ink annotations v ✓ End with black slide Dlack Slide	
Customize	Print	
Add-Ins	Print in background	
Trust Center	Print TrueType fonts as graphics	
Resources	Print inserted objects at printer resolution	
	High <u>a</u> uality	
	Align transparent graphics at printer resolution	~
	ОК	Cancel

Options – Advanced

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		ОК	Cancel

Options – Advanced

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Add-Ins Trust Center	Scale to <u>f</u> it par Handouts (6 Fra <u>m</u> e slides Notes Pages	5 Slides Per Page) s		
Resources	Save Outline View	N		
	Lin <u>k</u> sounds with file size greater than: 100 📚 KB			
		OK Cancel		

Quick Access Toolbar



All Commands



Quick Access Toolbar



Arrange Icons



New Presentation



New Slide



Open File



Close File



Save File



Save As



Bullets and **Numbering**



Duplicate Selected Slides



Insert Picture from File



Line Spacing



Print Preview



Print



Spelling



Customize Toolbar



Microsoft Office

Student Presentation

Presentation Goal

Insert text, pictures, and background

Life slide show – All About Me, such as music, sports, hobbies, special interests

Habitat – student describes habitats of certain organisms

Personal Flag – Think of five important things about yourself. Create a symbol for each important thing.

Life Slide Show



Life Slide Show

BEAVER HABITAT





DAMS



Dams protect beavers' nests and winter food

Streams nea

ENVIRONMENTAL CHANGES



Water Pollution



Personal Flag



New Presentation

Click Home – New



New Presentation



Zoom



Type Title



Design Tab



Home Tab



New Slide



New Slide



Add Text Box



Add Text Box



Add Text Box



Life Slide Show



Preview Individual Slide



Preview Slide Show



View Ruler



Line Spacing



Line Spacing Options



Line Spacing Options

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Before: 0 pt 🚔 Line Spacing: Exactly 💌 At 13 pt 🚔	=
After: 0 pt	
Tabs	-
	¥
Slide 2 of 2 "Solstice" 🎸	÷

Add Duplicate Slide



Slide 2

- Do not use New Slide icon
- Use Duplicate Selected Slides
 Saves re-formatting slide 2



Delete old text line by line

Insert Picture



Insert Picture



Insert Picture from File

Organize New folder				
Favorites	Â	Pictures libra Includes: 2 locations	ry _{Arra}	nge by: Folder 🔻
Downloads Dropbox		Chrysanthemum	Customize Quick-access Toolbar	Desert
Libraries	E		Contraction of the second	Rate
Documents Music		Hydrangeas	Jellyfish	Koala
Pictures		-	1.31	
Videos				
🖳 Computer	+	Lighthouse	Penguins	Ribbon 2007

Insert Picture from File



Insert Clip Art



Atomic Learning

PowerPoint Video Tutorials

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Username – EPISD email Password – EPISD password

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	Application: Word Web App/Excel Web App/PowerPoint Web App (Mac/PC) (1 Item)							

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