



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Introduction to MS PowerPoint 2007

Objective: Learn how to create a presentation and do a slide show

1. Overview of the MS PowerPoint 2007 Interface

- Office button
- Quick Access Toolbar
- Title Bar
- Ribbon (Tabs and Groups)
- Status bar

2. Creating a New Presentation

- Choosing a template from the different categories
- Slides Tab
- Outline Tab
- Slide Pane
- Notes Pane

3. Changing Themes in Design Tab

4. Creating Slides

- Resizing a text box
- Changing Slide Layout
- Adding Clip Art
- Deleting slides
- Adding new slides
- Adding Header and Footer in Slide Sorter View

5. Add transitions to slides

6. View Slide Show

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