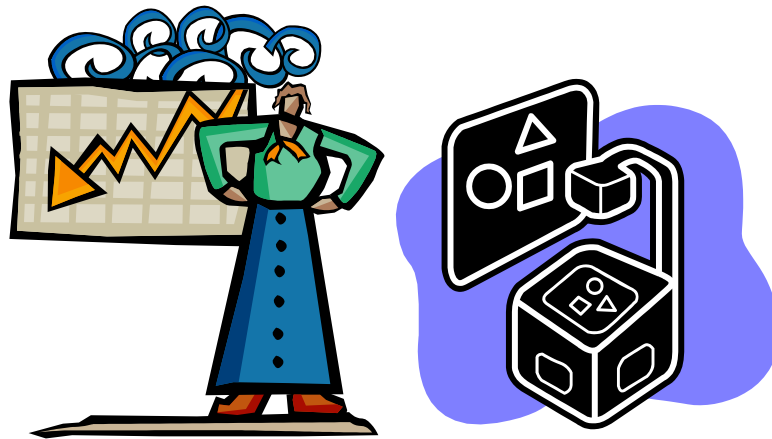


Getting Started with

PowerPoint 2007

Level 1



What is PowerPoint?

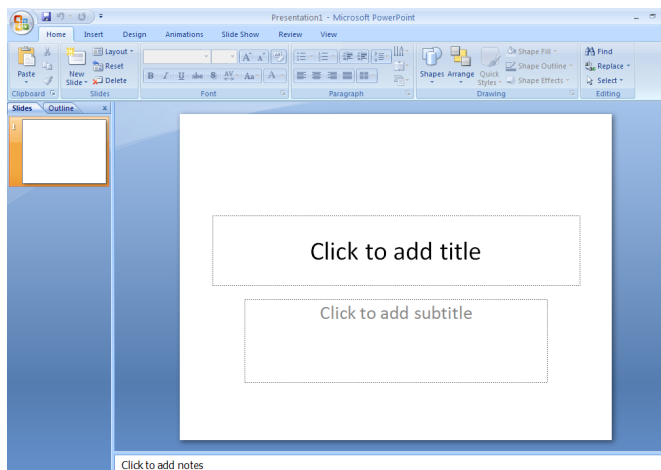
PowerPoint is a software program used to create slides for presentations. You can create slides by combining text, graphs, organisation charts, WordArt & ClipArt and templates. A presentation file contains one or more slides that can be displayed on the screen. Alternatively, slides can be printed and distributed as handouts.

Task 1

How to create slide using a Layout

To start PowerPoint

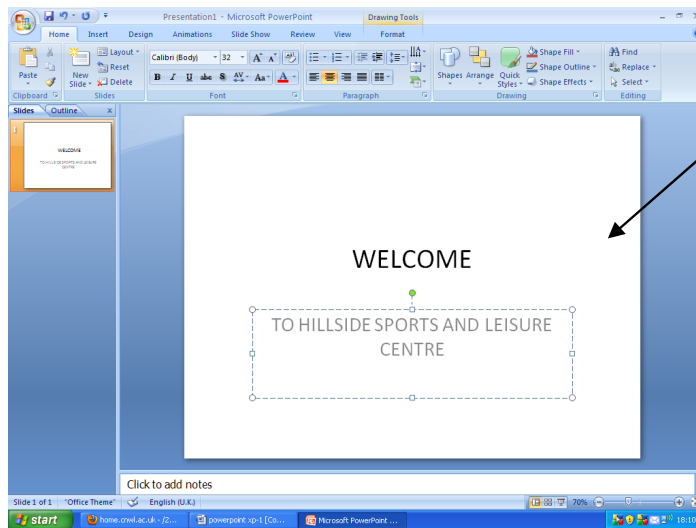
1. Click on Start/Programs
2. Select PowerPoint
3. On the screen you will see this slide,



4. you are now going to insert the following text.

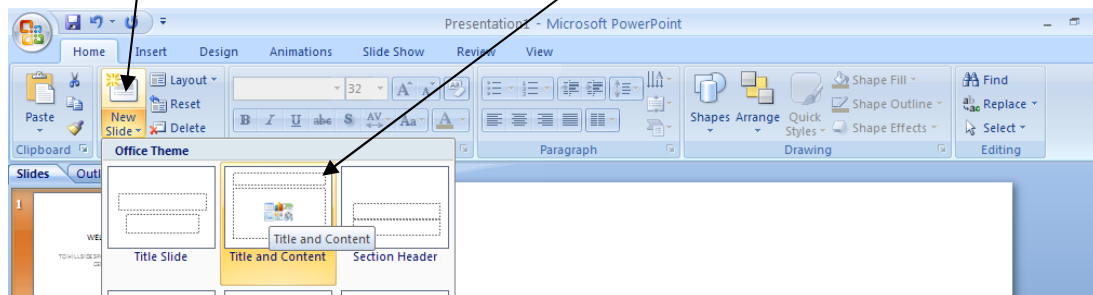
In the space for the title type: **WELCOME**

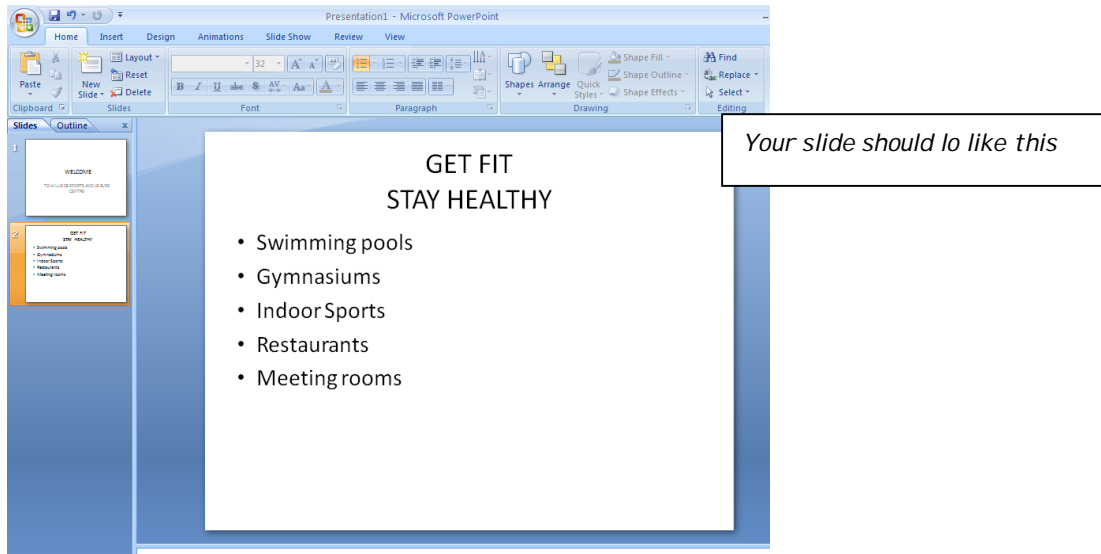
In the space for the subtitle type: **TO HILLSIDE'S SPORTS AND LEISURE CENTRE**



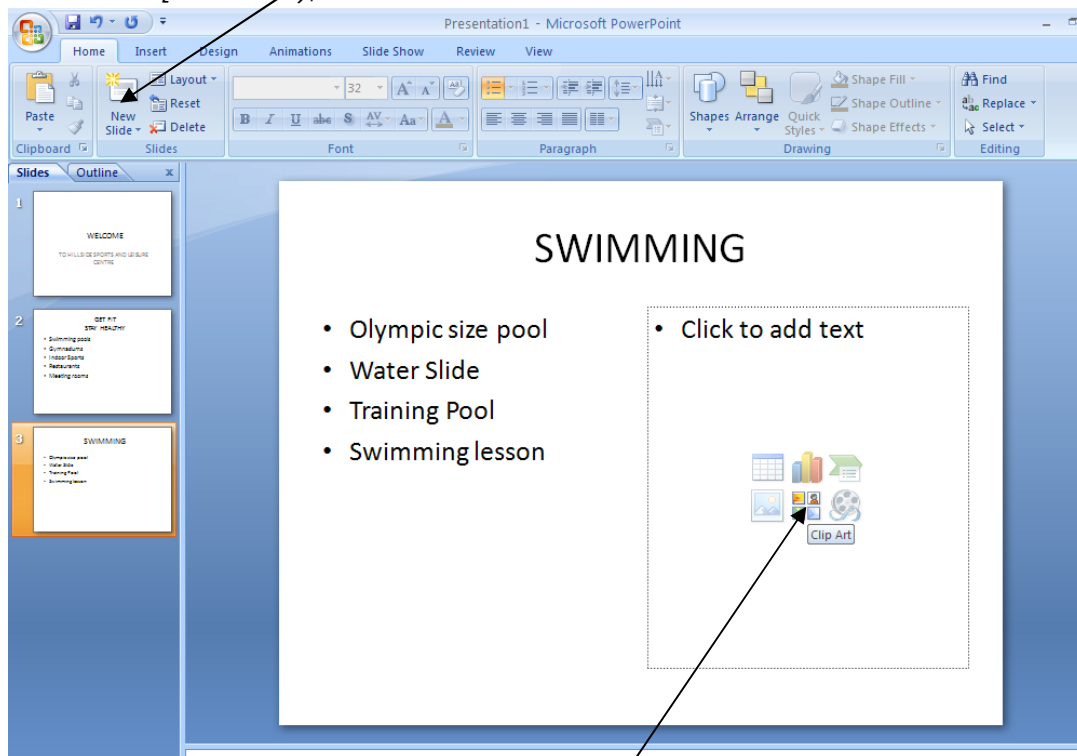
Your slide should look like this

7. Now you are now going to insert another [2nd] slide. To do this click on, **New Slide** [from the ribbon]. Choose Title and Content layout) Type the text shown in slide. (To create a new bullet point, press the **Enter** key after you have typed the first item).





8. Insert a new slide [3rd] using Text & **ClipArt**. To do this click on **New Slide** [on ribbon], select Two content



9. In the space for the title, type: **SWIMMING**. This is your bulleted list:

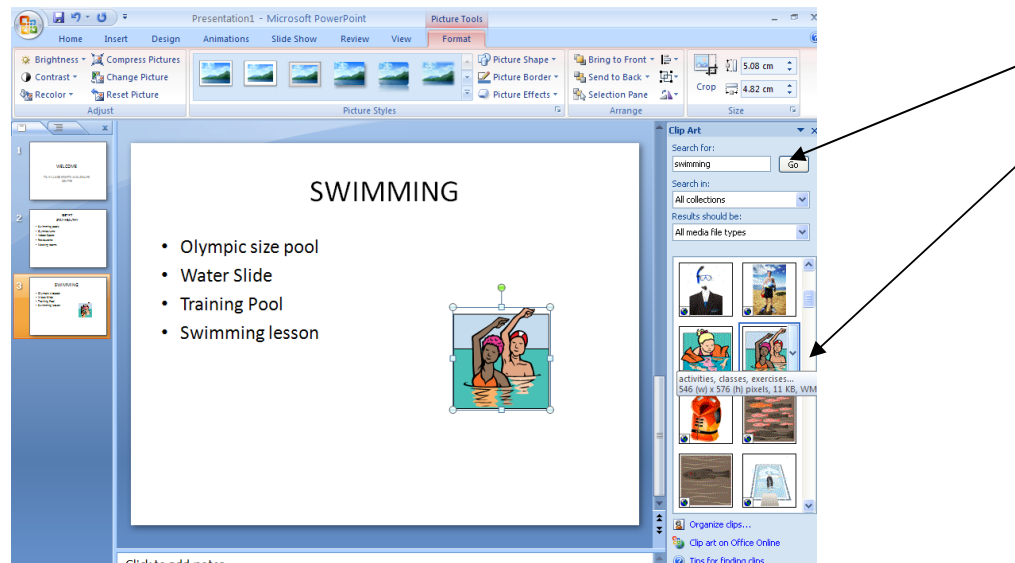
- Olympic size pool
- Water slide
- Training Pool
- Swimming lessons

Double-click to add the Clip Art.

*Type the words, **swimming** here, and click on Go*

Click on this clip (image) and insert it into your slide

NB: If you do not have this clip art use any suitable clipart



This is what your slide should look like

11. Insert a new slide [4th], choose Clip Two Content from the layout , and type the following text:

In the space for the Title, type:

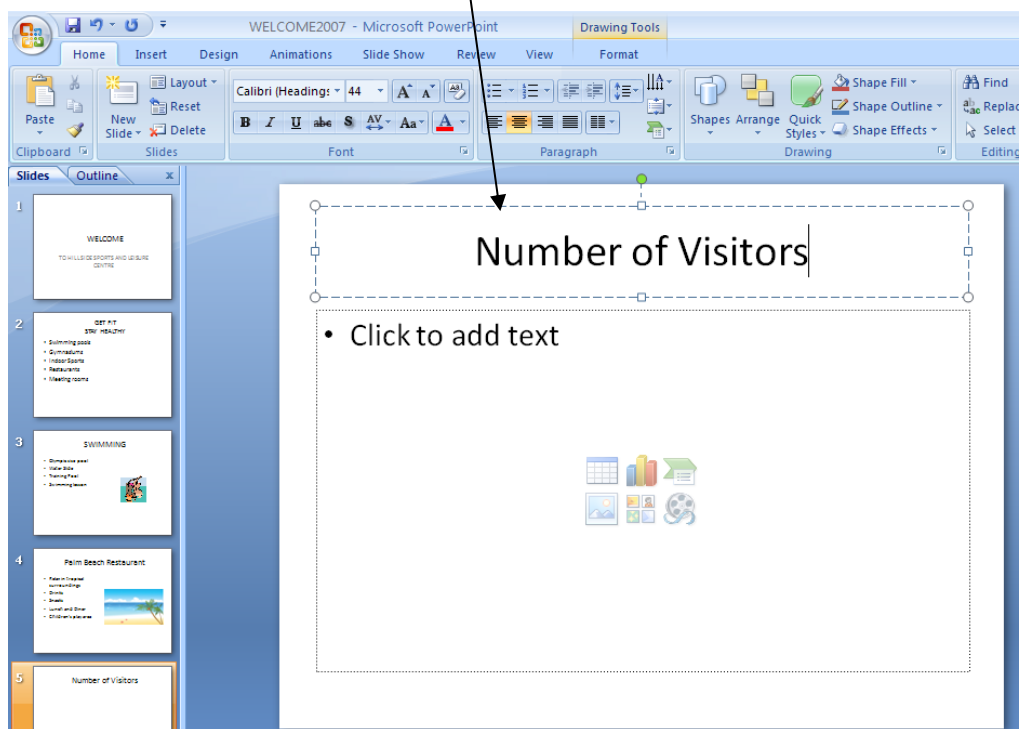
Palm Beach Restaurant

In the space for the bulleted list, type:

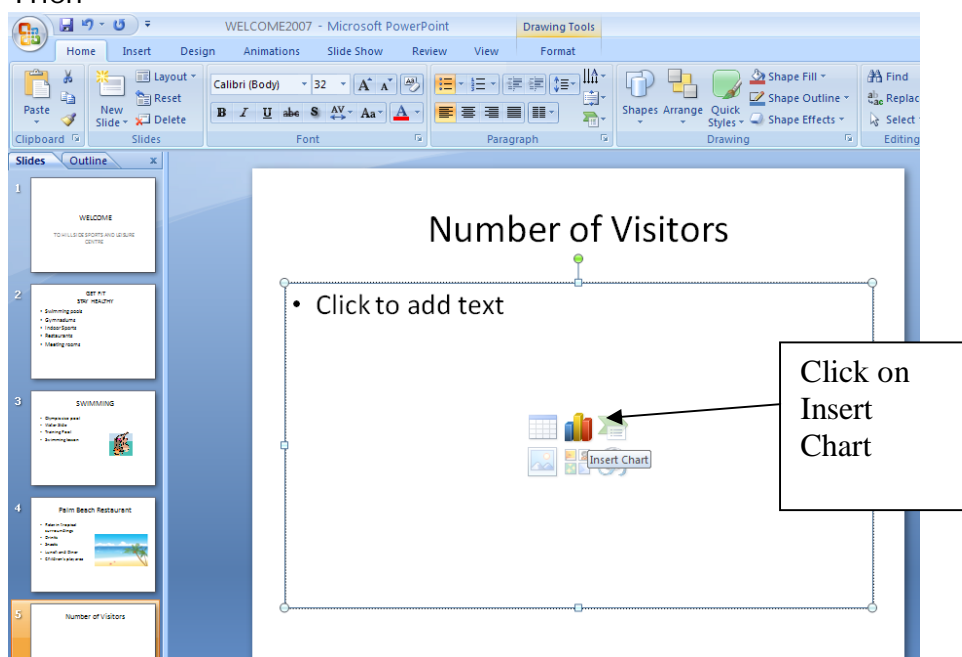
- Relax in tropical surroundings
- Drinks
- Snacks
- Lunch and dinner
- Children's play area

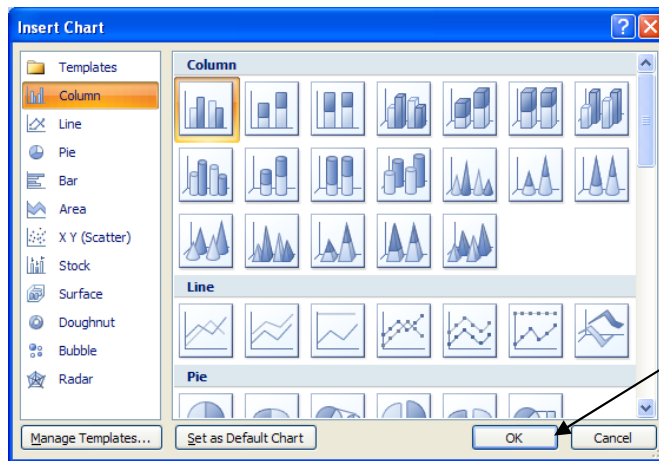
12. Double-click to add 1 image from the ClipArt gallery. These images should be relevant to the slide presentation [*i.e., a holiday or beach theme*].

13. The 5th slide you are going to create will be a Chart. Again click on New Slide then choose **Title and Content**. In the space the title, type: Number of visitors.



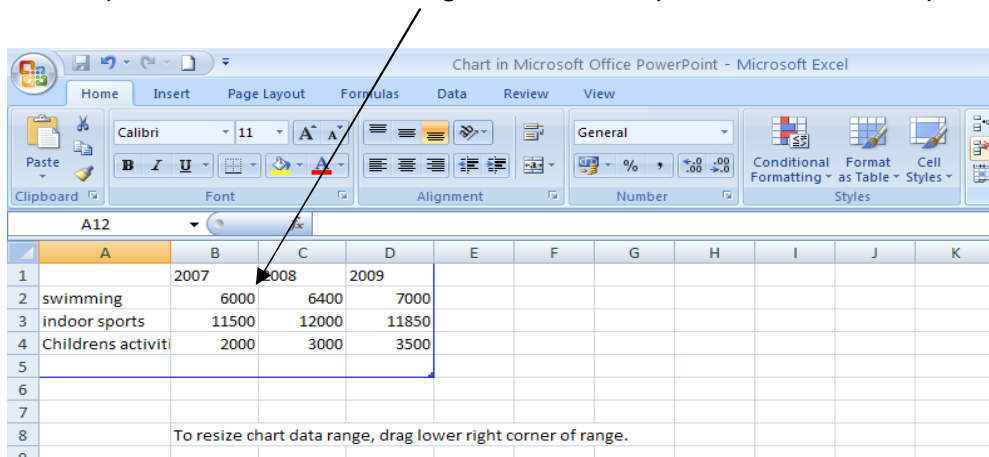
Then



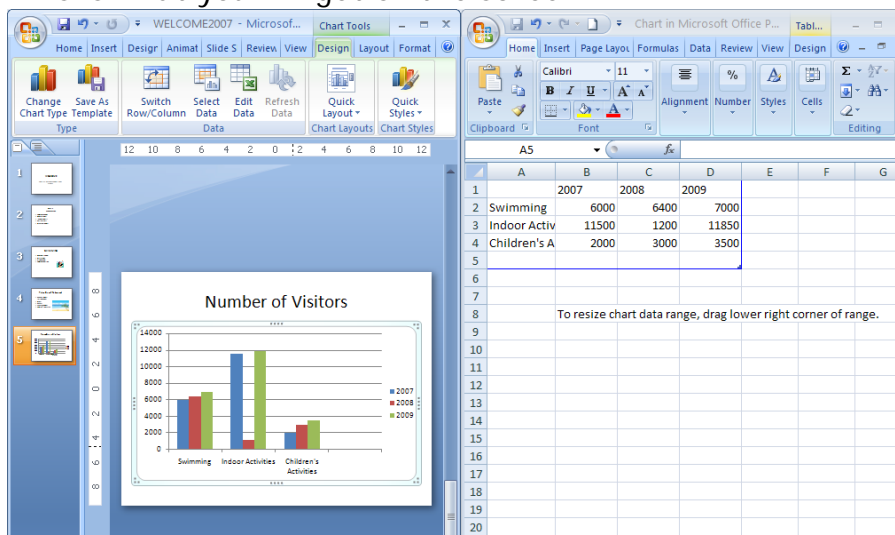


You will get this, click on OK

14. Replace with the following text in the spreadsheet that opens:



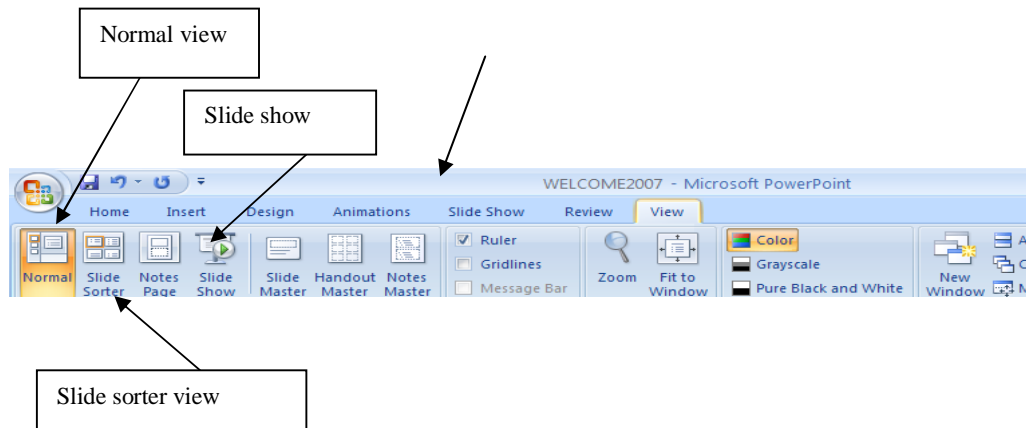
This is what you will get on the screen -



15. Make sure to **save** your presentation with the filename: **Welcome**.
To do this select Office button/Save As, and then you can close spreadsheet window

Task 2

PowerPoint enables the user to view slides in different views. You will see these options on the View Tab on the ribbon – click on them to see what they do

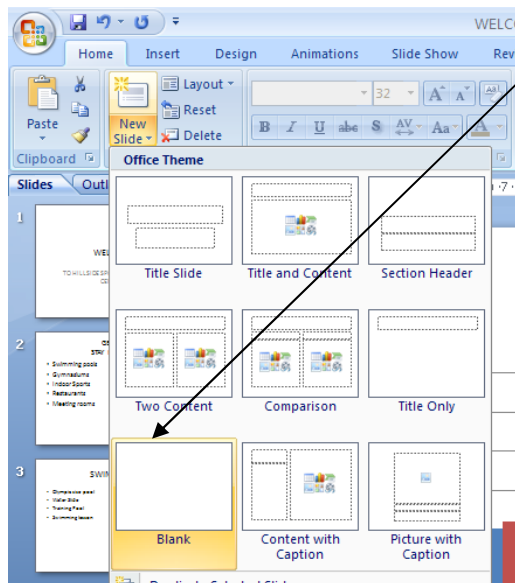


Working with drawing tools

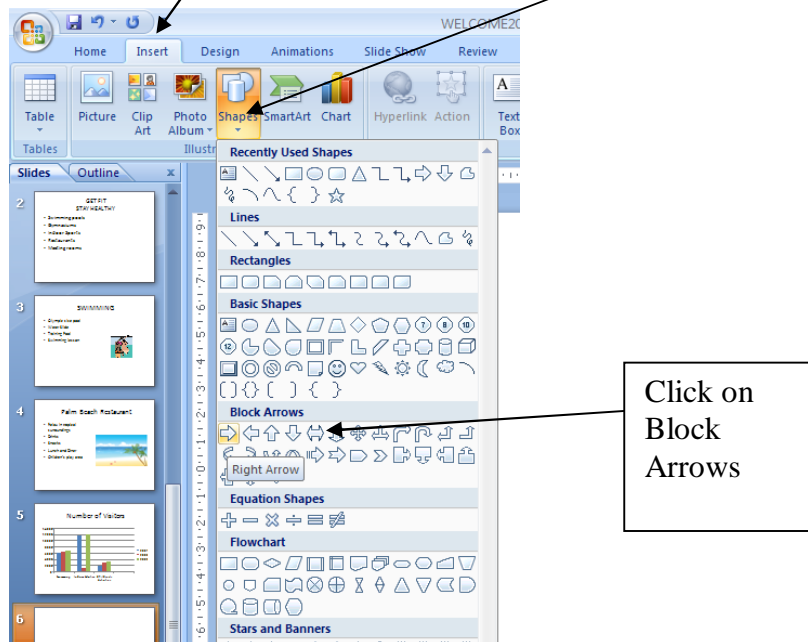
You can use PowerPoint's drawing tools to draw a variety of objects and shapes such as lines, rectangle and AutoShapes.

Go back into Welcome (if you previously closed it)

1. Add a 6th new slide and select **Blank** in office Theme

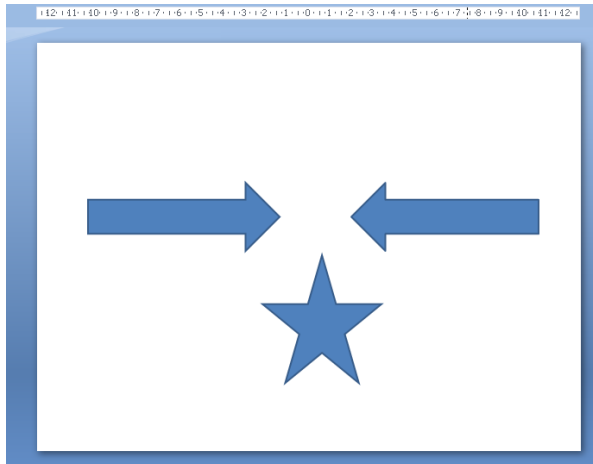


2. Click on Insert tab on ribbon and click on Shapes in Illustration group.



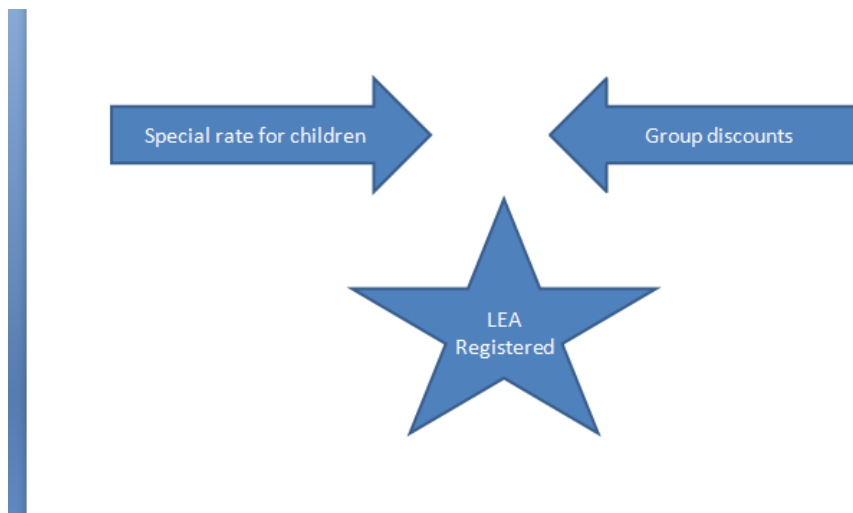
4. Move the mouse pointer to where you want to begin drawing the shape. The mouse pointer changes to a crosshair +
5. Drag the crosshair until the shape is the desired shape and size
6. Release the mouse button. The shape is completed and is automatically selected
7. Now go back to the Shape, select Block Arrows and click on the picture of the Left Arrow. Draw this object, keeping it to the same size as the Right Arrow.
8. The next shape you are going to use will be the Stars & Banners, select the 5-Point Star

9. Draw this object in the centre of the slide, and just below the arrows.

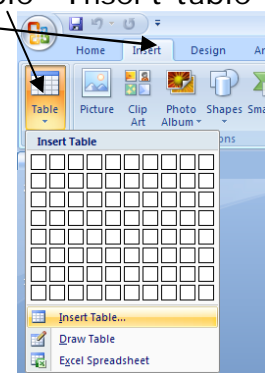


Adding text to objects or shapes

To add text to a shape type in the shape as shown below



5. The 7th slide will be a Table, the title is: Pool timetable – Click on New Slide- Blank layout then click on Insert – Table – Insert table – 6 columns and 4 rows



6. Insert a Table [6 columns & 4 Rows]
7. Type the following text into the table

	7-9 am	9-11.00 am	12.30-1.30 pm	1.30-3.30 pm	3.30–10.00 pm
Monday to Friday	Lane swimming	Schools	General swimming	Schools	General swimming
Saturday	Lane swimming	General swimming			
Sunday	Lane swimming	General swimming			

8. The 8th and final slide you are going to create in this exercise, will be an Organization Chart

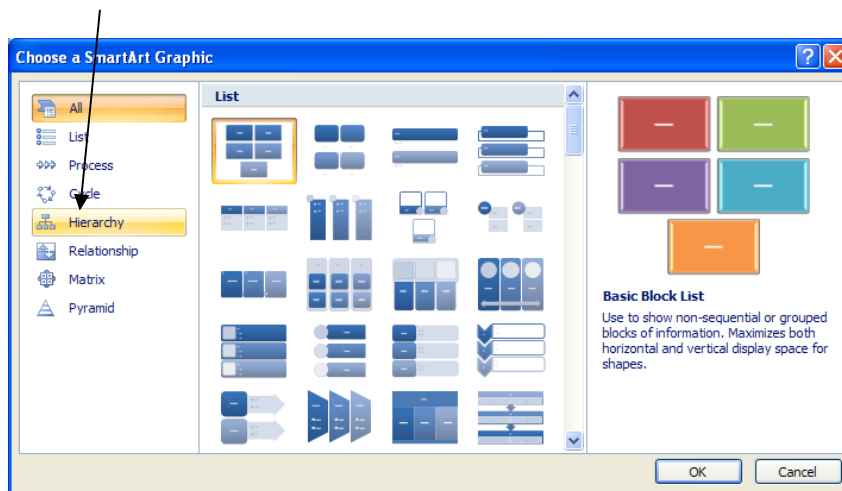
Creating an Organization Chart: New Slide

1. Open the presentation where you want to add an organization chart
2. From the *Home* tab, in the *Slides* group, click the ▼ on NEW SLIDE » select **Title and Content**
The news slide appears.
3. In the center of the slide, from the content icons, click **INSERT**

SMARTART GRAPHIC 

The *Choose a SmartArt Graphic* dialog box appears.

4. From the *Categories* list, select **Hierarchy**



5. From the *Gallery*, select **Organization Chart**

6. Click **OK**

The *SmartArt* canvas and graphic appear.

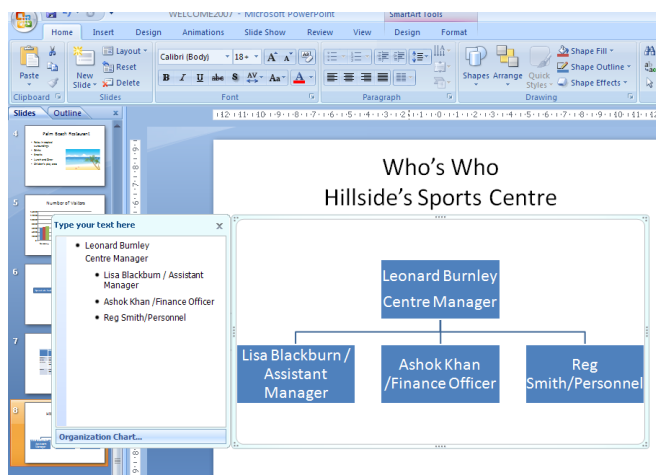
7. The chart title is: *Who's who – Hillside's sports Centre*

8. Double-click to add the organization chart

9. In the first name in the organization chart is:

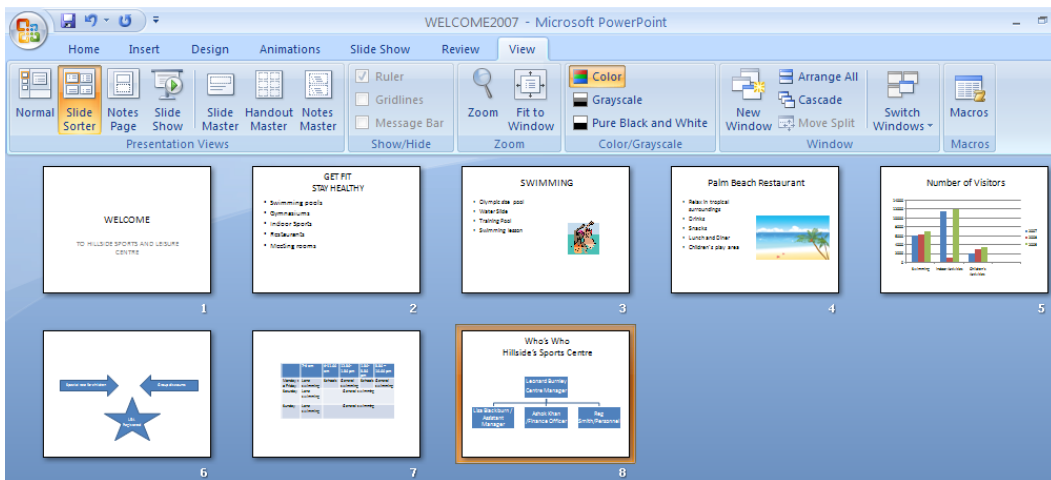
a. Leonard Burnley and his title is Centre Manager. There are 3 members of staff who have equal status. They are:

- i. Lisa Blackburn / Assistant Manager
- ii. Ashok Khan /Finance Officer
- iii. Reg Smith/Personnel



The slide should look like this

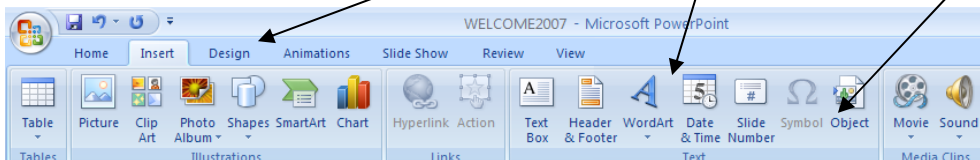
- Click on View tab and Sorter View to view all the slides. Then save your work.



Task 3

Numbering the slides & adding a Footer

- Open the presentation named WELCOME (if previously closed)
- Number all the slides in the presentation, to do this ensure that you are in Normal view, select Insert Header and Footer or Slide number



Header and Footer

Slide | Notes and Handouts

Include on slide

Date and time

Update automatically

10/12/2009

Language: English (U.S.) | Calendar type: Western

Fixed

10/12/2009

Slide number

Footer

Marie-Laure

Don't show on title slide

Apply to All | Apply | Cancel

Preview

a) Tick these boxes

b) Click here to apply numbering to all the slides

c) Type your first & last name here (in the Footer)

Now save your work and View your slide show - View Tab and Slide show