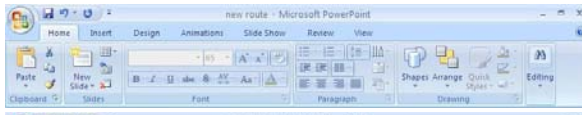


PowerPoint 2007 Tabs

Home



Insert



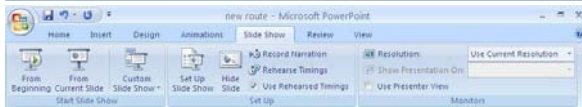
Design



Animations



Slide Show



Review



View



Format



Certification Test Goals

This module requires the candidate to demonstrate competence in using presentation software.

Successful candidates will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Keyboard Shortcuts

General

- Open a presentation **CTRL+O**
- Save a presentation **CTRL+S**
- Print a presentation **CTRL+P**
- Close a presentation **CTRL+W**
- Undo **CTRL+Z**
- Redo or Repeat **CTRL+Y**
- Help **F1**
- Switch between apps **ALT+TAB**

Editing

- Cut **CTRL+X**
- Copy **CTRL+C**
- Paste **CTRL+V**
- Bold **CTRL+B**
- Italics **CTRL+I**
- Underline **CTRL+U**

Navigation

- Previous slide **PAGE UP**
- Next slide **PAGE DOWN**
- First Slide **CTRL+HOME**
- Last Slide **CTRL+END**

Slide Show Delivery

- End slide show **ESC**
- Toggle screen black **B**
- Toggle screen white **W**
- Pause show **S**

1 Using the Application

Working with Presentations

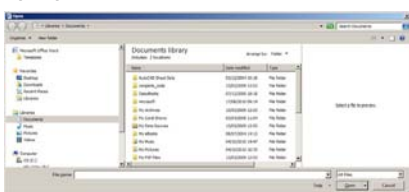
1.1.1 Open a presentation application.

- Click the **Start** button.
- Select **All Programs**.
- Click **Microsoft PowerPoint 2007**.

1.1.1 Close a presentation application.

- Click the **Office** button.
- Click **Exit PowerPoint**.

1.1.1 Open presentations.



- Click the **Office** button.
- Click **Open**.
- Select presentation(s) to open and click **Open**.

1.1.1 Close presentations.

- Click the **Office** button.
- Click **Close**.

1.1.2 Create a new presentation based on default template.

- Click the **Office** button.
- Click **New**.
- A blank presentation is selected, click **Create**.

1.1.3 Save a presentation to a location on a drive.

- Click the **Office** button.
- Click **Save**.
- Create a file name and select the location.
- Click **Save**.

1.1.3 Save a presentation under another name.

- Click the **Office** button.
- Click **Save As**.
- Enter a new file name over the existing file name and select the location.
- Click **Save**.

1.1.4 Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.

- Click the **Office** button.
- Click **Save As**.
- Click on the **Save as type** arrow and select a file type.
- Click **Save**.

1.1.5 Switch between open presentations.

- On the **View** tab, in the **Window** group, click the **Switch Window** button, and then click the name of the presentation to switch to.

1.2 Enhancing Productivity

1.2.1 Set user preferences in the application: user name.

- Click the **Office** button.
- Click **PowerPoint Options**.
- On the **Popular** tab, enter a user name in the **User name** text box.
- Click **OK**.

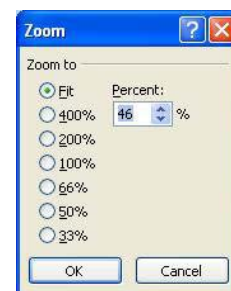
1.2.1 Set user preferences in the application: default folder to open and save files.

- Click the **Office** button.
- Click **PowerPoint Options**.
- On the **Save** tab, enter a default file location in the **Default file location** text box.
- Click **OK**.

1.2.2 Use available Help functions.

- Click on the **Help** button  on the top right of the ribbon.

1.2.3 Use magnification/zoom tools.



- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Select the magnification required.
- Click **OK**.

1.2.4 Restore, minimise the ribbon.

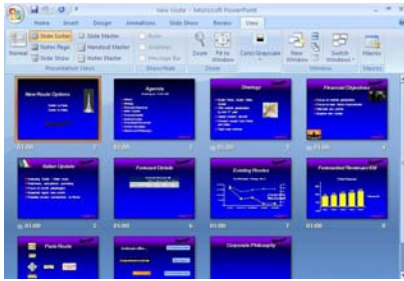
- Double-click any tab to minimize the ribbon.
- Double-click any tab again to restore the ribbon.

2 Developing a Presentation

2.1 Presentation Views

2.1.1 Understand the uses of different presentation view modes.

- **Normal View** is the main editing view to write and design a presentation.
- **Slide Sorter View** shows all slides in thumbnail form so they are easy to sort.



- **Outline View** displays all the text from the slides in a list for ease of reference and editing.
- **Slide Show View** uses the full computer screen and is used when presenting a slide show to an audience.

2.1.2 Recognize good practice in adding slide titles.

- Use a different title for each slide to distinguish it in outline view, when navigating in slide show view.

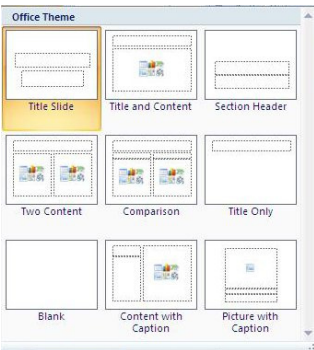
2.1.3 Change between presentation view modes: normal view, slide sorter view, slide show view.



- On the **View** tab, in the **Presentation Views** group, click a view button.

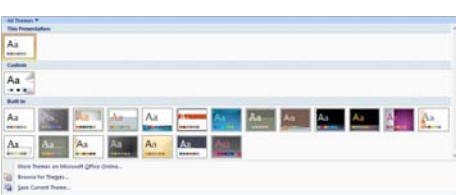
2.2 Slides

2.2.1 Choose a different built-in slide layout for a slide.



- On the **Home** tab, in the **Slides** group, click the **Layout** arrow.
- Click on a slide layout.

2.2.2 Apply an available design template to a presentation.



- On the **Design** tab, in the **Themes** group, click the **Themes** arrow.
- Click on a theme.

2.2.3 Change background color on specific slide(s), all slides.

- On the **Design** tab, in the **Background** group, click the **Background** group arrow.
- Click on the **Color** button.
- Click on a color.
- To apply to all slides, click **Apply to All**.
- Click **Close**.

2.2.4 Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.

- On the **Home** tab, in the **Slides** group, click the **New Slide** button.
- Then click the **Layout** arrow.
- Click on a slide layout.

2.2.5 Copy slides within the presentation, between open presentations.

- Select slide to copy in the slide pane.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click on a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.5 Move slides within the presentation, between open presentations.

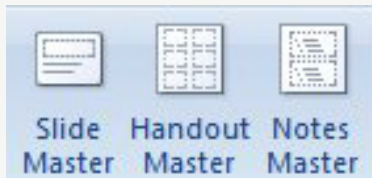
- Select the slide to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click on a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.6 Delete slide(s).

- Select the slide(s) to delete.
- On the **Home** tab, in the **Slides** group, click the **Delete** button.

2.3 Master Slide

2.3.1 Insert a graphical object (picture, image, drawn object) into a master slide.

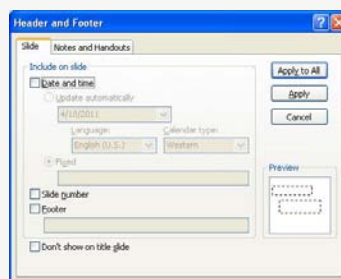


- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.
- On the **Insert** tab, in the **Illustrations** group, click the **Picture**, **ClipArt**, or **Shapes** button.
- Select the picture, image, or shape to insert.
- Click **Insert** to insert a picture or image or click in the slide to insert a shape.

2.3.1 Remove a graphical object from a master slide.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.
- Click on the picture or image to remove.
- Press the **Delete** key.

2.3.2 Enter text into footer of specific slides, all slides in a presentation.



- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Footer** check box.
- Click in the **Footer** text box and enter the text.
- Click **Apply** or **Apply to All**.

2.3.3 Apply automatic slide numbering into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Slide Number** check box.
- Click **Apply** or **Apply to All**.

2.3.3 Apply automatically updated date into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Check the **Date and Time** check box.
- Click **Update automatically**.
- Click **Apply** or **Apply All**.

2.3.3 Apply non-updating date into footer of specific slides, all slides in a presentation.

- On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
- Click in the **Footer** text box and check the **Date and Time** check box.
- Click **Fixed** and enter a date.
- Click **Apply** or **Apply to All**.

3 Text

3.1 Handling Text

3.1.1 Recognise good practice in creating slide content.

- Use short concise phrases
- Use bullet points
- Use numbered lists

3.1.2 Enter text into a placeholder in standard, outline view.

- In standard view, click into the text box on the slide and enter the text.
- In outline view, click next to the slide number and enter the text.

3.1.3 Edit text in a presentation.

- Click into the slide and insert or delete content.

3.1.4 Copy text within, between presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click on a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.4 Move text within, between presentations.

- Select the text to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click on a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.5 Delete text.

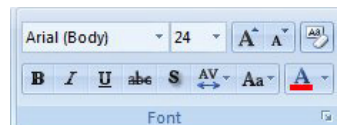
- Select the text to delete.
- Press the **Delete** key.

3.1.6 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** buttons.

3.2 Formatting

3.2.1 Change text formatting: font sizes.



- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Select a size from the list or enter a size into the **Size** box.

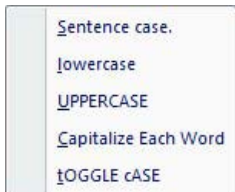
3.2.1 Change text formatting: font types.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font** arrow.
- Select a font from the list or enter a font name into the **Font** box.

- 3.2.2 **Apply text formatting: bold, italic, underline, shadow.**
- Select the text to format.
 - To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
 - To italicize the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
 - To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.
 - To shadow the text, on the **Home** tab, in the **Font** group, click the **Text Shadow** button.

- 3.2.3 **Apply different colors to text.**
- Select the text to color.
 - On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
 - Click on a color.

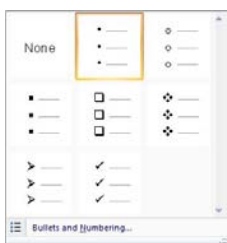
- 3.2.4 **Apply case changes to text.**



- Select the text to change case.
 - On the **Home** tab, in the **Font** group, click the **Change Case** button.
 - To capitalize the first letter of a sentence, click **Sentence case.**
 - To make all letters lowercase, click **lowercase.**
 - To capitalize all of the letters, click **UPPERCASE.**
 - To capitalize the first letter of each word, click **Capitalize Each Word.**
 - To shift between two case views, click **tOGGLE cASE.**
- 3.2.5 **Align text: left, center, right in a text frame.**
- Select the text to align.
 - On the **Home** tab, in the **Paragraph** group, click the **Align Text Left**, **Center** or **Align Text Right** buttons.

3.3 Lists

- 3.3.1 **Indent bulleted text. Remove indent from bulleted text.**
- Select the text to indent or to remove indentation from.
 - On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** or **Increase List Level** buttons.
- 3.3.2 **Adjust line spacing before and after bulleted, numbered lists.**
- Select the list.
 - On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** arrow and select **Line Spacing Options.**
 - Set the spacing options.
 - Click **OK.**
- 3.3.3 **Switch between the different standard bullet, number styles in a list.**



- Select the bulleted or numbered list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** or **Numbering** arrow.
- Click on a bullet or numbering style.

3.4 Tables

- 3.4.1 **Enter, edit text in a table slide.**
- Click in a cell and enter or edit text.
- 3.4.2 **Select rows, columns, entire table.**
- Click into the table.
 - On the **Layout** tab, in the **Table** group, click the **Select** arrow and click **Select Row**, **Select Column** or **Select Table** button.

- 3.4.3 **Insert rows and columns.**
- Click in a row or column.
 - On the **Layout** tab, in the **Rows & Columns** group, to insert a row click the **Insert Above** or **Insert Below** button, to insert a column click **Insert Left** or **Insert Right** button.
- 3.4.3 **Delete rows and columns.**
- Click in the row or column to delete.
 - On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** arrow.
 - Click the **Delete Rows** or **Delete Columns** button.
- 3.4.4 **Modify column width.**
- Select the column to modify.
 - On the **Layout** tab, in the **Cell Size** group, enter the width in the **Table Column Width** field.
- 3.4.4 **Modify row height.**
- Select the row to modify.
 - On the **Layout** tab, in the **Cell Size** group, enter the height in the **Table Row Height** field.

4 Charts

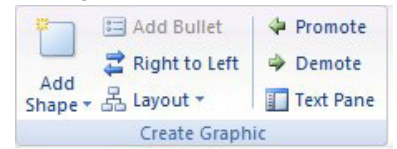
4.1 Using Charts

- 4.1.1 **Input data to create built-in charts in a presentation: column, bar, line, pie.**
- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.
 - Click on a chart and click **OK.**
 - Click into the individual cells in the chart window to enter data.
- 4.1.2 **Select a chart.**
- Click into the chart.
- 4.1.3 **Change the chart type.**
- Select the chart.
 - On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
 - Click on a chart type.
 - Click **OK.**
- 4.1.4 **Add a chart title.**
- Select the chart.
 - On the **Layout** tab, in the **Labels** group, click the **Chart Title** arrow.
 - Click **Centered Overlay Title** or **Above Chart.**
 - Enter the title in the text box that opens on the chart.
- 4.1.4 **Remove a chart title.**
- Select the chart.
 - On the **Layout** tab, in the **Labels** group, click the **Chart Title** arrow.
 - Click **None.**
- 4.1.4 **Edit a chart title.**
- Click in the chart title and edit text as required.
- 4.1.5 **Add data labels to a chart: values/numbers, percentages.**
- Select the chart.
 - On the **Layout** tab, in the **Labels** group, click the **Data Labels** arrow.
 - Click **Center**, **Inside End**, **Inside Base** or **Outside End.**
- 4.1.6 **Change the background color of a chart.**
- Select the chart background.
 - On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
 - Click on a color.
- 4.1.7 **Change the column, bar, line, pie slice colors in a chart.**
- Select the column, bar, line or pie slice of the chart to change.
 - On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
 - Click on a color.

4.2 Organisation Charts

- 4.2.1 **Create an organisation chart with a labeled hierarchy by using a built-in organization chart feature.**
- On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.

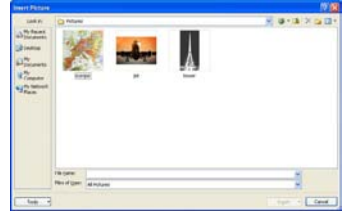
- Click **Hierarchy**, then click **Organization Chart.**
 - Click **OK.**
- 4.2.2 **Change the hierarchical structure of an organization chart.**
- Select a shape.
 - On the **Design** tab, in the **Create Graphic** group, click the **Demote**, **Promote** or **Right to Left** button.
- 4.2.3 **Add co-workers, subordinates in an organisation chart.**
- Select the shape to add the co-worker or sub-ordinate to.
 - On the **Design** tab, in the **Create Graphic** group, click the **Add Shape** button.
 - A subordinate is selected. To change to co-worker click the **Promote** button.
- 4.2.3 **Remove co-workers, subordinates in an organisation chart.**



- Select co-worker or sub-ordinate shape.
- Press the **Delete** key.

5 Graphical Objects

5.1 Insert, Manipulate

- 5.1.1 **Insert a graphical object (picture, image, drawn object) into a slide.**
- 
- Click in a slide to insert the object.
 - On the **Insert** tab, in the **Illustrations** group, click **Picture**, **Clip Art**, or **Shapes** button.
 - Select the object required and click **Open** to insert or double-click on the object.
- 5.1.2 **Select a graphical object.**
- Click on the picture, image, or drawn object.
- 5.1.3 **Copy graphical objects, charts within the presentation, between open presentations.**
- Select the object or chart.
 - On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
 - Click on a new location within the presentation or within another open presentation.
 - On the **Home** tab, in the **Clipboard** group, click the **Paste** button.
- 5.1.3 **Move graphical objects, charts within the presentation, between open presentations.**
- Select the object or chart.
 - On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
 - Click on a new location within the presentation or within another open presentation.
 - On the **Home** tab, in the **Clipboard** group, click the **Paste** button.
- 5.1.4 **Resize graphical objects, charts in a presentation.**
- Select the object or chart.
 - Drag the object's sizing handles to the required size.
- 5.1.4 **Delete graphical objects, charts in a presentation.**
- Select the object or chart.
 - Press the **Delete** key.

5.1.5 Rotate, flip a graphical object.



- Select the object.
- On the **Format** tab, in the **Arrange** group, click the **Rotate** arrow.
- Click on a rotate or flip option.

5.1.6 Align a graphical object relative to a slide: left, center, right, top, bottom.

- Select the object.
- On the **Format** tab, in the **Arrange** group, click the **Align** arrow.
- Click on an alignment option.

5.2 Drawing

5.2.1 Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle.

- Select the location on the slide to insert object.
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** arrow.
- Select the objects.
- Click and drag to adjust the size of the object.

5.2.1 Add different types of drawn object to a slide: text box.

- Select the location on the slide to insert object.
- On the **Insert** tab, in the **Text** group, click the **Text Box** button.
- Select the objects.
- Click and drag to adjust the size of the text box.

5.2.2 Enter text into a text box, block arrow, rectangle, square, oval, circle.

- Click into the shape or text box.
- Enter the text.

5.2.3 Change drawn object background color.

- Select drawn object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
- Click on a color.

5.2.3 Change drawn object line color.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** arrow.
- Click on a color.

5.2.3 Change drawn object line weight.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** arrow.
- Click **Weight** and click on a line weighting.

5.2.3 Change drawn object line style.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** arrow.
- Click **Dashes** and click on **More Lines**.
- Select the line style preferred and then click **Close**.

5.2.4 Change arrow start style, arrow finish style.

- Select the arrow.
- On the **Home** tab, in the **Drawing** group, click on the **Shape Outline** arrow.
- Click **Arrows** and click on **More Arrows**.
- Select and click in a **Begin Type** and **End Type**.
- Click **Close**.

5.2.5 Apply a shadow to a drawn object.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Effects** arrow.
- Click **Shadow** and click on a shadow.

5.2.6 Group, ungroup drawn objects in a slide.

- Select the objects.
- On the **Home** tab, in the **Drawing** group, click the **Arrange** arrow.
- Click the **Group** or **Ungroup** buttons as required.

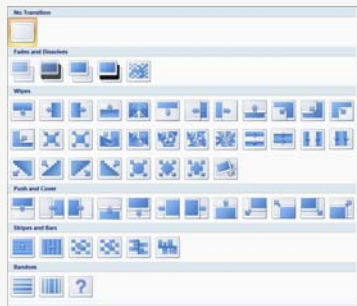
5.2.7 Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.

- Select the object.
- To bring a drawn object forward, on the **Format** tab, in the **Arrange** group, click on the **Bring to Front** arrow and click **Bring to Front** or **Bring Forward**.
- To bring a drawn object backward, on the **Format** tab, in the **Arrange** group, click on the **Sent to Back** arrow and click **Sent to Back** or **Sent Backward**.

6 Prepare Outputs

6.1 Preparation

6.1.1 Add transition effects between slides.



- On the **Animations** tab, in the **Transition to this Slide** group, click the arrow at the bottom right of the transition effects and click on an effect.
- In the **Advance Slide** group, click **On Mouse Click** or **Automatically After** and enter specified time if required.
- Click on a value in the **Transition Speed** drop-down list.
- Click the **Apply to All** button.

6.1.1 Remove transition effects between slides.

- On the **Animations** tab, in the **Transition to this Slide** group, click the **No Transition** effect.

6.1.2 Add, remove preset animation effects for different slide elements.

- Select the slide element to animate.
- On the **Animations** tab, in the **Animations** group, click the **Animate** arrow.
- To add animation, click on an animation effect.
- To remove animation, click **No Animation**.

6.1.3 Add presenter notes to slides.

- Click into the notes pane at the bottom of **Normal** view (**Click to add notes** should currently be visible).
- Enter the text required.

6.1.4 Select appropriate output format for slide presentation like: overhead, handout, on-screen show.

- On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
- Click on an option in **Slides sized for** drop-down list.

6.1.5 Hide, show slides.

- Select the slide to hide or show.
- On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
- Click the **Hide Slide** button again to unhide the slide.

6.2 Check and Deliver

6.2.1 Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- When an incorrect spelling is found, select the correct spelling from the list and click **Change**.
- When a repeated word is found, click **Delete**.

6.2.2 Change slide setup, slide orientation to portrait, landscape.

- On the **Design** tab, in the **Page Setup** group, click the **Page Orientation** button.
- Click **Portrait** or **Landscape**.

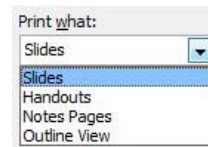
6.2.2 Change paper size.

- On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
- Select a paper size in the **Slides sized for drop-down** list.

6.2.3 Print entire presentation, specific slides.

- Click the **Office** button.
- Click **Print**.
- To print the entire presentation, under **Print Range**, select **All**.
- To print specific slides, under **Print Range**, select **Slides** and enter the specific slides and/or slide ranges to print.
- Click **OK**.

6.2.3 Print handouts, notes pages, outline view of slides.



- Click the **Office** button.
- Click **Print**.
- Click on the **Print what** drop-down list.
- Select **Slides**, **Handouts**, **Notes Pages**, or **Outline** view.
- Click **OK**.

6.2.3 Print a number of copies of a presentation.



- Click the **Office** button.
- Click **Print**.
- Under **Copies**, enter the number of pages to print.
- Click **OK**.

6.2.4 Start a slide show from first slide, from current slide.

- On **Slide Show** tab, in **Start Slide Show** group, click the **From Beginning** or **From Current Slide** buttons.

6.2.5 Navigate to next slide, previous slide, specified slide during a slide show.

- During the slide show, right-click and click **Next**, **Previous**, or **Go to Slide**, and click on slide number to navigate as required.

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