Microsoft PowerPoint 2007

PowerPoint is currently the most common software used for making visual aids for presentations. It has been redesigned for the 2007 release with a much more user-friendly and intuitive layout than its predecessors.

This tutorial will teach you the basic tools for making a PowerPoint presentation and familiarize you with the new PowerPoint 2007 workspace.

Basic Tips

- It is best to **outline your entire presentation** before working too much on the style and layout of your presentation. When left to the end it is much less time consuming to work on the style and format of your slides. Keep in mind the content of your presentation is the most important part of it!
- **Keep your points short** and straightforward. Points should be complimentary to your oral presentation.
- PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to **keep all animation as simple as possible** and only use sounds if absolutely necessary.
- **Stay away from unusual fonts.** If you are presenting on an unfamiliar computer the font you have chosen may not work. Arial and Times New Roman are common fonts.
- **Think of contrast.** If you use a dark background use light-coloured text and vice versa. Refrain from using backgrounds that will obscure your text colour

Microsoft Interactive Online Demos

Microsoft has developed a series of online demo programs to assist people with the transition to Office 2007.
- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

The web address for the PowerPoint Guide is:

- http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx

Microsoft Powerpoint 2007 User Guide

Wolfgang Guggemos

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