

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

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Table of Contents Microsoft Powerpoint 2007 User Guide

1. Understanding the eBook Microsoft Powerpoint 2007 User Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2007 User Guide

- Personalized Recommendations
- Microsoft Powerpoint 2007 User Guide User Reviews and Ratings
- Microsoft Powerpoint 2007 User Guide and Bestseller Lists
- 5. Accessing Microsoft Powerpoint 2007 User Guide Free and Paid eBooks
 - Microsoft Powerpoint 2007 User Guide Public Domain eBooks
 - Microsoft Powerpoint 2007 User Guide eBook Subscription Services
 - Microsoft Powerpoint 2007 User Guide Budget-Friendly Options
- 6. Navigating Microsoft Powerpoint 2007 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2007 User Guide Compatibility with Devices
 - Microsoft Powerpoint 2007 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2007 User Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2007 User Guide
 - Interactive Elements Microsoft Powerpoint 2007 User Guide
- 8. Staying Engaged with Microsoft Powerpoint 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2007 User Guide
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2007 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint 2007 User Guide
 - Setting Reading Goals Microsoft Powerpoint 2007 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint 2007 User Guide

- Fact-Checking eBook Content of Microsoft Powerpoint 2007 User Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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