

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.

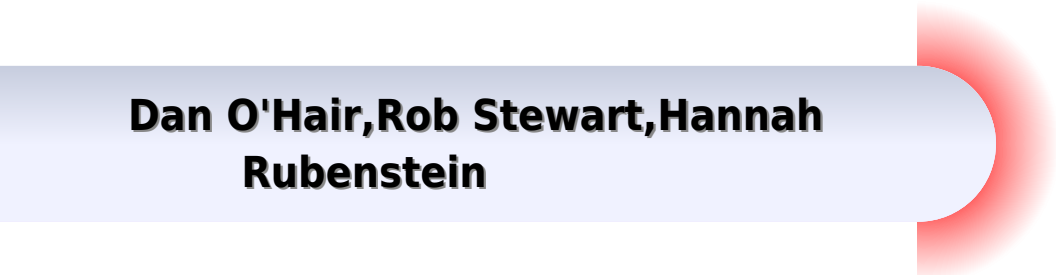
- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

The web address for the PowerPoint Guide is:

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

Ultimate Guide To Powerpoint 2007 2007

**Dan O'Hair, Rob Stewart, Hannah
Rubenstein**



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Microsoft PowerShell, VBScript and JScript Bible William R. Stanek, James O'Neill, Jeffrey Rosen, 2011-02-14 Packed with more than 300 sample scripts and an extensive collection of library functions this essential scripting book is the most thorough guide to Windows scripting and PowerShell on the market You ll examine how Windows scripting is changing the face of system and network administration by giving everyday users developers and administrators the ability to automate repetitive tasks Plus this is the first time that VBScript Jscript and Powershell are all covered in a single resource

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PowerPoint 2007 Emily A. Vander Veer, 2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

Complete A+ Guide to IT Hardware and Software Lab Manual Cheryl A. Schmidt, 2019-07-17 The companion Complete A Guide to IT Hardware and Software Lab Manual provides students hands on practice with various computer parts mobile devices wired networking wireless networking operating systems and security The 155 labs are designed in a step by step manner that allows students to experiment with various technologies and answer questions along the way to consider the steps being taken Some labs include challenge areas to further practice the new concepts The labs ensure students gain the experience and confidence required to succeed in industry

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Presentations for Librarians Lee Hilyer, 2008-01-31 Recent research on learning from multimedia presentations has indicated that the current way many people prepare their slide presentations may actually hinder learning Considering the ubiquity of the PowerPoint presentation in business and in education presenters should be concerned whether or not their audience members are effectively receiving the information they wish to impart This issue is of special import for librarians who teach as they often must convey complex information in a very limited amount of time Combining the best evidence on multimedia learning with real world practical guidelines this book aims to provide novice and expert presenters alike with the tools they need to ensure an effective learner centred presentation Presents guidelines and techniques based on evidence from the research literature Provides an easy to understand introduction to the relevant learning and instructional design theories behind effective learner centred presentations Covers techniques for Microsoft PowerPoint Apple Keynote and Star Office Impress

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Windows Vista: The Missing Manual David Pogue, 2006-12-27 Windows Vista is Microsoft's most important software release in more than a decade It offers users an

abundance of new and upgraded features that were more than five years in the making a gorgeous glass like visual overhaul superior searching and organization tools a multimedia and collaboration suite and above all a massive top to bottom security shield overhaul There s scarcely a single feature of the older versions of Windows that hasn t been tweaked overhauled or replaced entirely But when users first encounter this beautiful new operating system there s gonna be a whole lotta head scratchin starting with trying to figure out which of the five versions of Vista is installed on the PC Home Premium Business Enterprise Ultimate Thankfully Windows Vista The Missing Manual offers coverage of all five versions Like its predecessors this book from New York Times columnist bestselling author and Missing Manuals creator David Pogue illuminates its subject with technical insight plenty of wit and hardnosed objectivity for beginners veteran standalone PC users and those who know their way around a network Readers will learn how to Navigate Vista s elegant new desktop Locate anything on your hard drive quickly with the fast powerful and fully integrated search function Use the Media Center to record TV and radio present photos play music and record any of the above to DVD Chat videoconference and surf the Web with the vastly improved Internet Explorer 7 tabbed browser Build a network for file sharing set up workgroups and connect from the road Protect your PC and network with Vista s beefed up security And much more This jargon free guide explains Vista s features clearly and thoroughly revealing which work well and which don t It s the book that should have been in the box

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