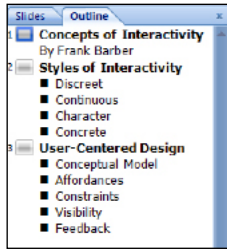


# POWeRPoINT 2007

WORKFLOW  
**Start Here!**



## Outline First!!!

Outline your presentation first, it's the fastest way to create new slides! The outline tab is in the top left corner.

Use TAB and Shift-TAB to promote and demote, which makes the difference between slides and bullet points.

## Apply a Template?

Powerpoint provides a number of built-in designs for your use. These high-quality templates offer many visual possibilities for your project.



## Additional Ways to Customize Templates:



## Color Scheme

If you like, you can select a different set of colors for your chosen theme.

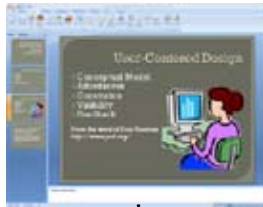


## Background?

You may also select an alternate background color, which affects the template frame.

## Format Each Slide

Check the text layout of your slides individually once you have applied a template.



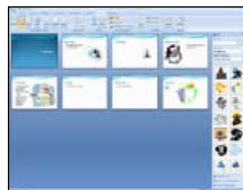
## Add Pictures & Media

Powerpoint 2007 allows you to insert Images, Clip Art, Flow Charts, Graphs, Movie Clips and Audio.



## Get Organized

Use the Slide Sorter View to reshuffle your slides, or to combine presentations.



## PUBLISH

**Save As  
Web Page**

**.PPT File**  
(use Powerpoint to  
present or modify  
later)

**Package  
As CD**

## To PRESENT Your Slides:



The Slide Show toolbar has a selection of presentation options. Additionally, you can choose "slide show" under the View toolbar.



The Arrow Keys or a Mouse click to advance the slides. Press ESC when you're finished presenting to return to the Normal View.

Experts recommend arriving early to test your slides on the computer they will be shown from, if at all possible.

## PowerPoint 2003 - - -

Powerpoint's previous version is still widely used. After saving your 2007 PPT file, consider using "Save As" to make a "Powerpoint 97-2003" version of your project.

MORE  
RESOURCES



## Consultants

The Computer Center at Evergreen employs a number of talented and patient Student Consultants which can assist you with a variety of applications or technical issues (like printing).

So Ask for Help!

Additional help  
and tutorials are also available at:  
<http://www.evergreen.edu/computing/>