



WANNA BE A POWERPOINT 2007 NINJA?



A selection of handy tutorials to help you improve your
MS PowerPoint 2007 skills

By Sharon Sheppard, OutofhoursAdmin



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INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself... originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.

And that's when [OutofhoursAdmin](#) was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my [blog](#).

This ebook is a compilation of all my tutorials from my blog for Microsoft PowerPoint 2007 put together in a handy guide which I hope you will find useful.

And, don't forget if you want an extra pair of hands to help with any of your administration, get in touch by emailing me at sharon@outofhoursadmin.ie or you can connect with me on [Facebook](#), [LinkedIn](#) or subscribe to my [YouTube](#) channel.

Thanks,






Sharon



HOW TO START (& MAINTAIN) A PRODUCTIVE DAY

I'm not a morning person! I admit that I struggle for the first couple of hours of the day but being a Virtual Assistant means I'm lucky enough to work from home and schedule work in to fit around my peak times. We're all different and our productivity levels peak at different times during the day (& night) yet the majority of us end up working against our body clock, struggling to be productive at the wrong time.

If your working day isn't flexible enough and you have to work during "off peak" times, how can you maintain the same level of productivity that you have during your peak time? Listed below are a few tips to get you started:-

-  **SLEEP** First things first, make sure you get adequate sleep, again everyone is different – some people can manage on only 5 hours, others prefer 7-8. I know if I have less than 7 then I'm like a tetchy two year old. However many hours you know you need to wake up feeling refreshed, make sure you get that amount!
-  **DRINK** Wipe the smile off your face I'm not talking about alcoholic drink! I'm talking about water! Drink plenty of water throughout the day & keep yourself hydrated.
-  **EAT** Try to eat little and often to keep your energy levels up – it's no good not having breakfast then having a huge lunch to make up for it. How many times have you gone out for lunch, eaten more than usual then just want to curl up & sleep? Little and often is the key!
-  **BREAK** Taking regular breaks will help you to re-focus. Try taking a 10 minute break every hour – it may sound like you'll get nothing done as all you're doing is having breaks, but you'll be surprised at how productive you'll be.
-  **EXERCISE** I admit this is one area that I struggle with – I'm nice and warm in my office and the thought of going for a walk or doing any form of exercise fills me with discontent! However, going for a brisk walk during the day will refresh you and you'll be more focused when you return. I've now started going for a 20 minute walk in the morning before I start my work and it's amazing how much more energised I feel afterwards (especially as I'm not a morning person!)



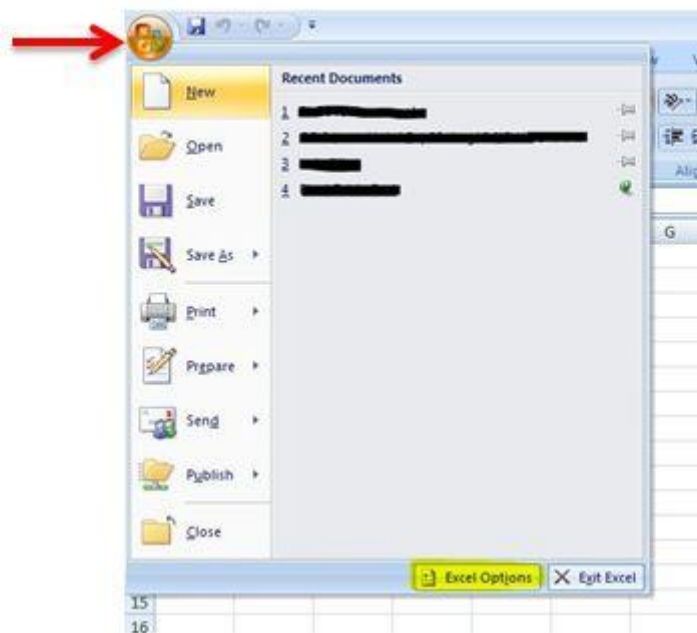


WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel or Word by clients, which is fine (that's what I'm here for). My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it...

The following screen shots are all from using Excel, however the same would also apply if you were in PowerPoint.

Click on the **Microsoft Office** button in the top left corner of the screen, then click **Options**, go to **Resources**...



Alternatively, you can click the **start** button on your desktop & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.



HOW TO SET YOUR DEFAULT LANGUAGE

I used to find it quite frustrating that my spellchecker would underline words which I knew were spelt correctly, it's because my language settings were automatically defaulted to US English, so I changed it.

You can of course change the settings in each application of MS Office individually; this tutorial will show you how to do the whole lot in one go.

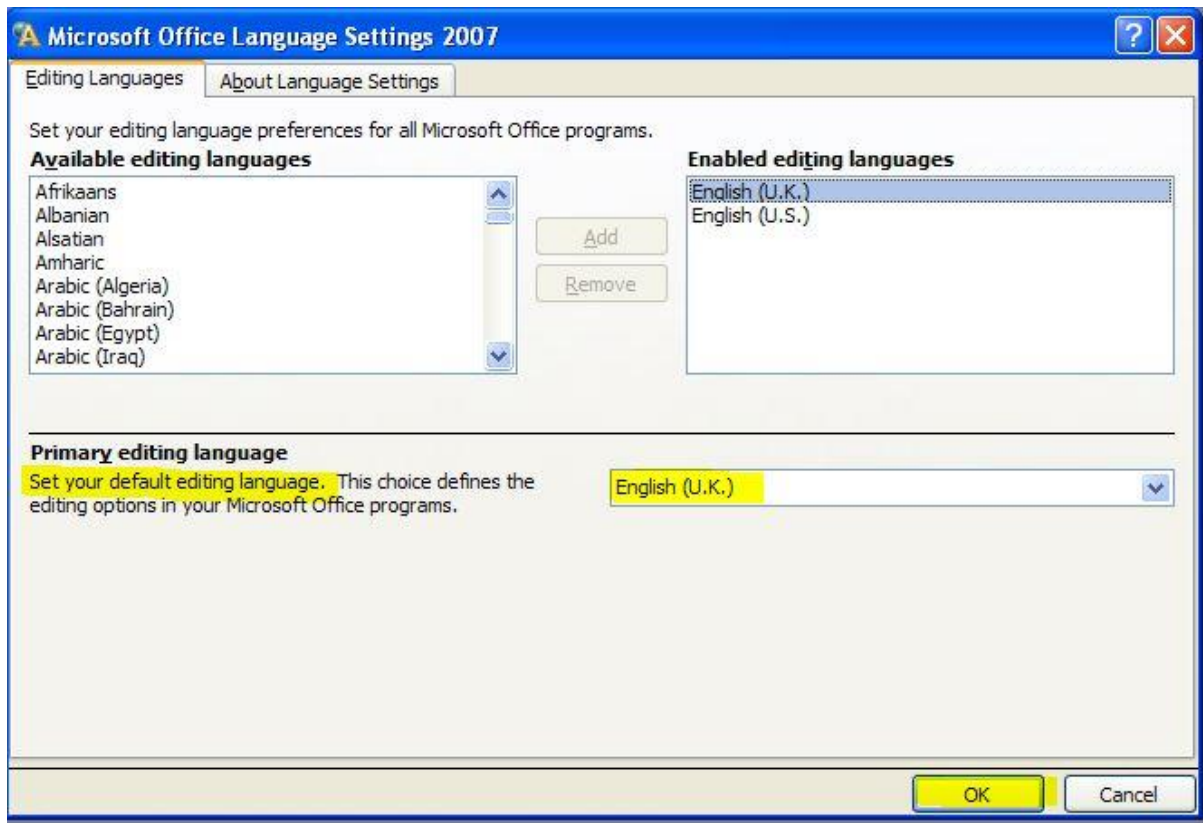
Click on the **Start** button, select **All Programs...**



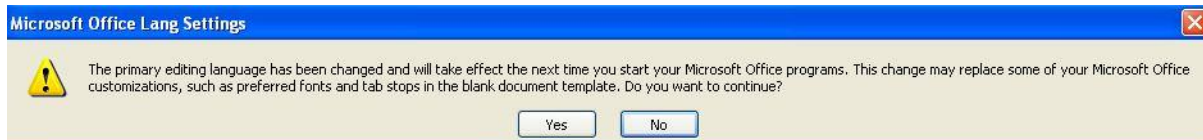
Then choose **Microsoft Office**, **Microsoft Office Tools**, and click on **Microsoft Office 2007 Language Settings...**



On the right side will be a list of enabled editing languages, the language you want needs to be in this list, if it isn't you can add it from the languages available list on the left hand side. This is where you can set your default language – in my case I want it to be English (UK). Select your language as the primary editing language and click OK...



You should then see this message which is basically warning you that you are changing the primary language...



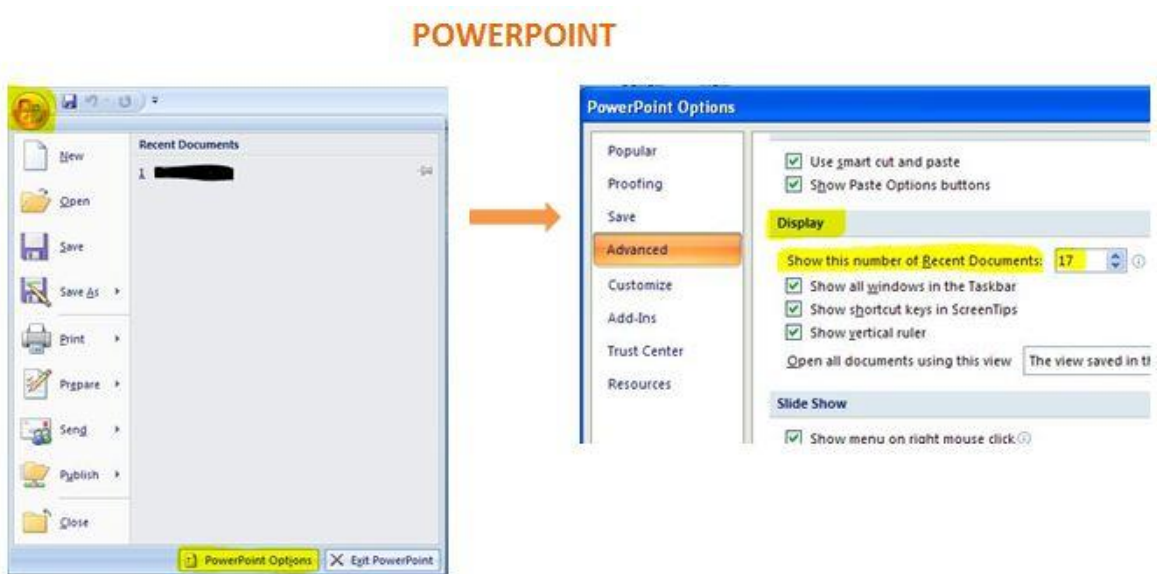
...and that's it! All of your Microsoft Office programs will now be defaulted to your primary language.



HOW TO CUSTOMISE YOUR RECENT FILES LIST IN MS OFFICE

It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

Click on the **Microsoft Office Button**, select **PowerPoint Options**, click on **Advanced** from the menu on the left, scroll down to the **Display** section, change the number of the **Recent Documents** and click **OK...**







TIPS TO HELP YOUR PRESENTATION LOOK MORE PROFESSIONAL

I often help clients with their PowerPoint presentations, setting up their master slides and checking for spelling, inconsistency etc. Below are my 3 top tips to think about next time you're setting up your slides...

Be Consistent

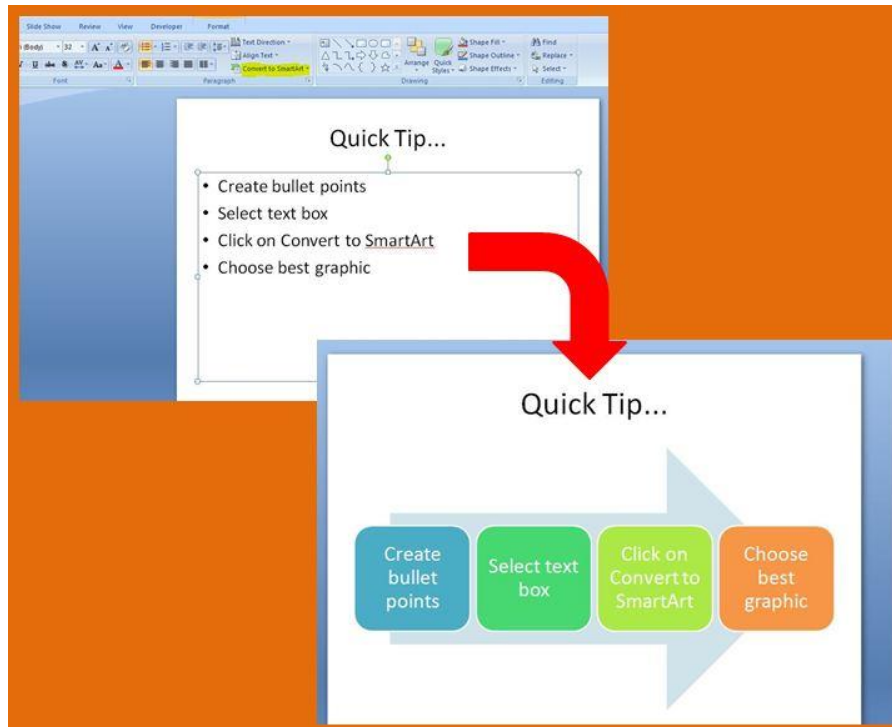
Consistency is key to helping your presentation look professional. Make sure the same fonts are used throughout – if you use one font for the header and a different one for the main body text then make sure this is the same on every slide. One quick way of doing this is to set up your Master Slide. Another way is to use the **Replace Fonts** feature (see [How To Quickly Replace the Font](#)).

The same goes for bullet points, if you use a formatted style of bullet point then make sure the same style is repeated every time.

Check your spelling. If you use the American way of spelling certain words with a “z” instead of an “s” e.g. realize instead of realise, organize instead of organise, then make sure you're consistent.

Be Visual

Slides shouldn't just be paragraph after paragraph of text. Try to make them visually appealing and interesting. Use different formats of bullet points instead of the standard black dot. Try using a symbol or special character or even a picture unique to your brand. Alternatively change your bullet points to graphics instead using SmartArt.



Be as creative as you dare!



Quick Shortcuts

Instead of double clicking your presentation to open it, try right clicking on the file name and choosing Show. This launches straight into the slideshow without revealing any of the slides to the audience first (see [How To Start a Slideshow](#)).

If you want the audience to focus on what you're saying instead of the slide at any point during the slideshow, press **b** on your keyboard and this will black out the screen. Press **b** again to get your slides back. The same applies if you press **w** which turns the screen white instead of black.

If you want to add written points to the slides during the slideshow press **Ctrl+p** and the pointer will become a pen. Press **Ctrl+h** to hide the pen/pointer again.

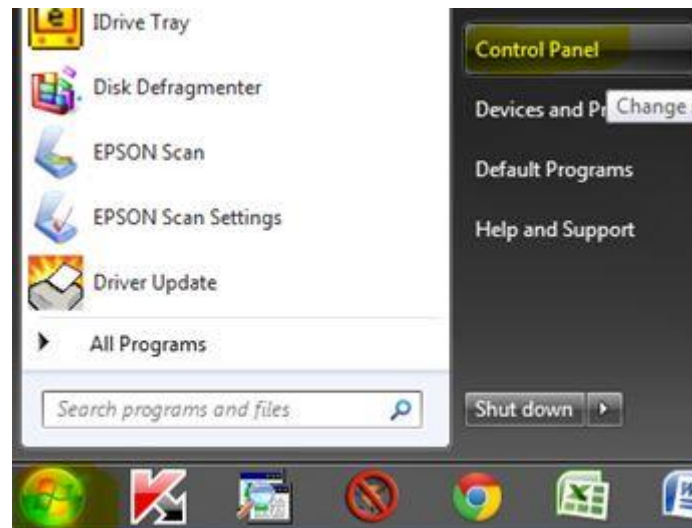
And there you have it – 3 quick & easy tips that can make all the difference to your presentation!



HOW TO ENSURE POWERPOINT OPENS IN POWERPOINT

Whenever I receive PowerPoint presentations from clients, I usually download, save and open them in PowerPoint, but recently every presentation opened up as a slideshow in PowerPoint Viewer which I found quite frustrating! It was easy enough to open in that I **right clicked** on the file, selected **open with** and chose **PowerPoint**, but I wanted to change it so it opened as default in **PowerPoint**. Below is a quick guide to show you how.


Firstly click on the **Start** button and go to your **Control Panel**...





Then select **Programs**, and **Default Programs**...






 **Programs and Features**
 Uninstall a program | Turn Windows features on or off | View installed updates | Run programs made for previous versions of Windows | How to install a program





 **Default Programs**
 Change default settings for media or devices | Make a file type always open in a specific program | Set your default programs

 **Desktop Gadgets**
 Add gadgets to the desktop | Get more gadgets online | Uninstall a gadget | Restore desktop gadgets installed with Windows

 **Java**

Click on **Associate a file type or protocol with a program...**


Choose the programs that Windows uses by default

-  **Set your default programs**
Make a program the default for all file types and protocols it can open.
-  **Associate a file type or protocol with a program**
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.
-  **Change AutoPlay settings**
Play CDs or other media automatically
-  **Set program access and computer defaults**
Control access to certain programs and set defaults for this computer.

Then scroll down to the relevant program, in this case **.ppt / .pptx** and click **Change program...**

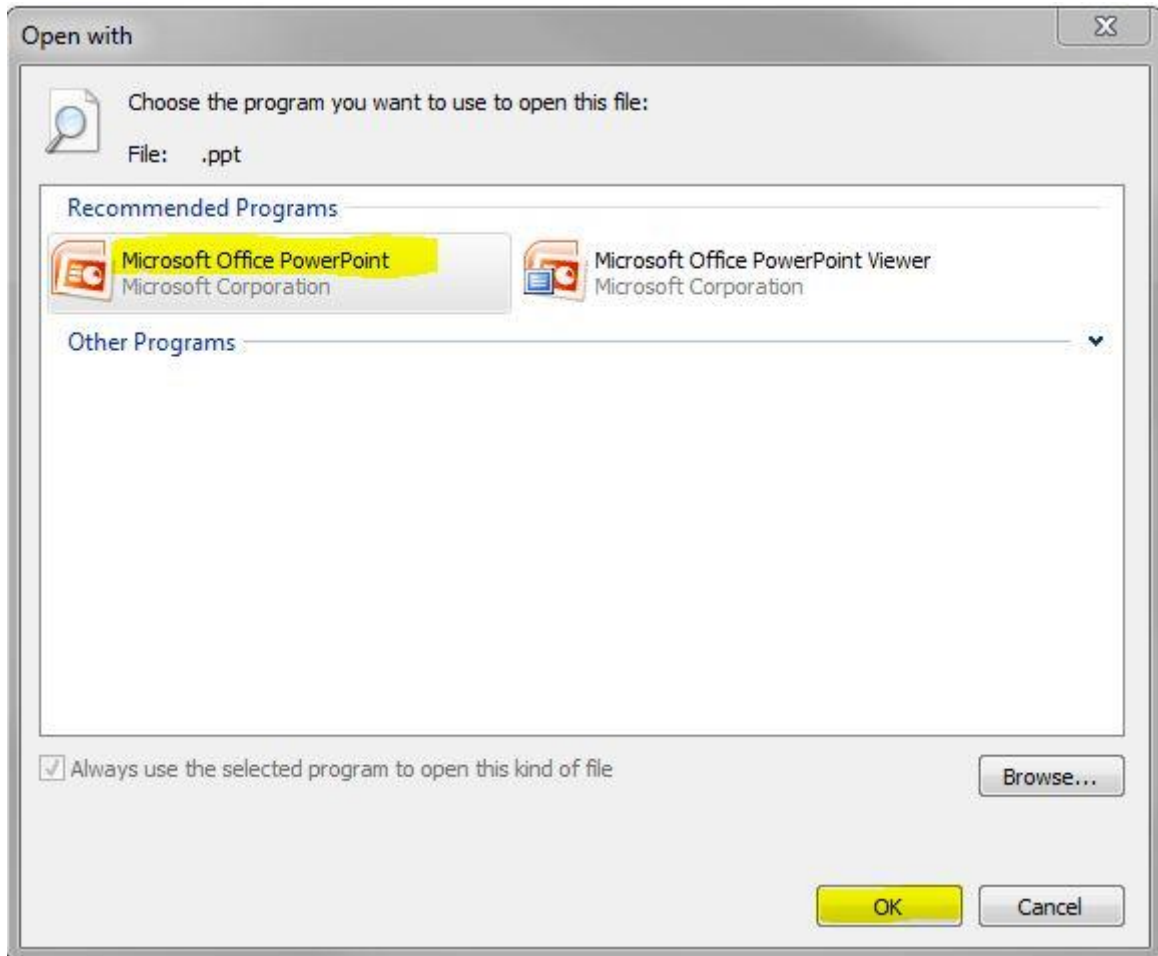
Associate a file type or protocol with a specific program

Click on an extension to view the program that currently opens it by default. To change the default program, click Change program.

 Microsoft Office PowerPoint Viewer
Microsoft Corporation Change program...

Name	Description	Current Default
.ppsx	Microsoft PowerPoint Slide Show	Microsoft Office PowerPoint Viewer
.ppt	Microsoft PowerPoint Presentation	Microsoft Office PowerPoint Viewer
.pphtml	Microsoft Office PowerPoint HTML Document	Microsoft Office PowerPoint
.pptm	Microsoft Office PowerPoint Macro-Enabled Presentation	Microsoft Office PowerPoint
.pptmhtml	PPTMHTML File	Unknown application
.pptx	Microsoft PowerPoint Presentation	Microsoft Office PowerPoint Viewer

Select the program you want the file to open with, and click **OK...**



And that's it! You may never need to do this, but at least you know now... just in case!

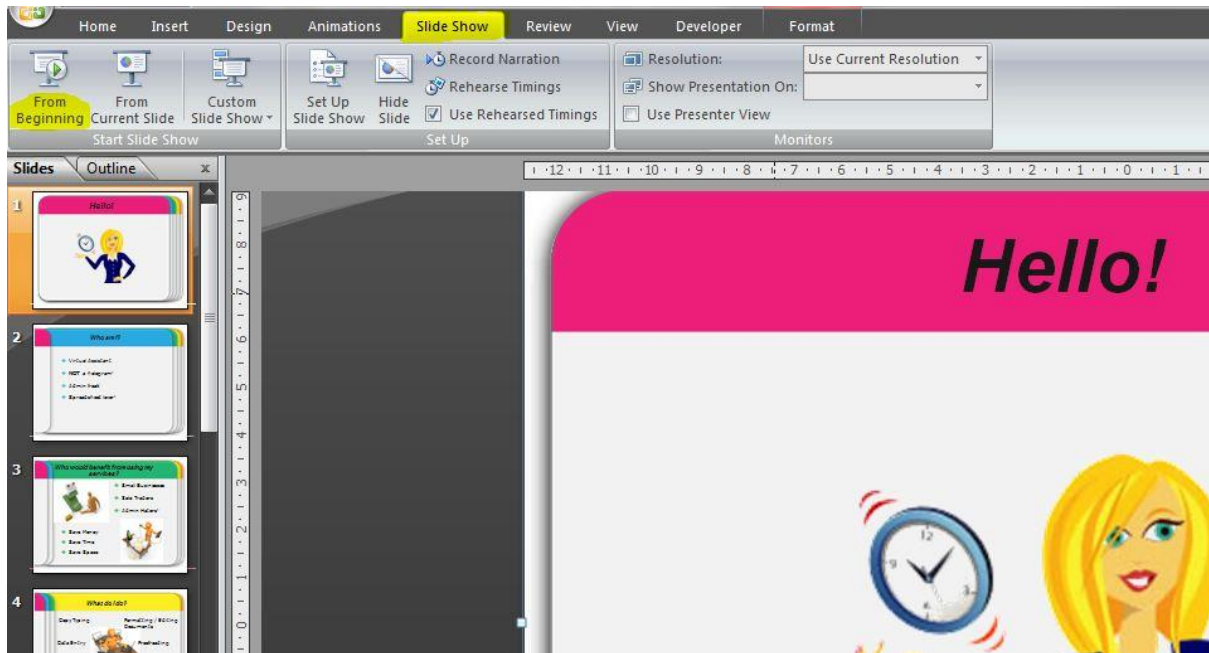


HOW TO START A SLIDESHOW

I know this title may sound really obvious, but think for a second on how you usually start your PowerPoint slideshow...

Do you normally...

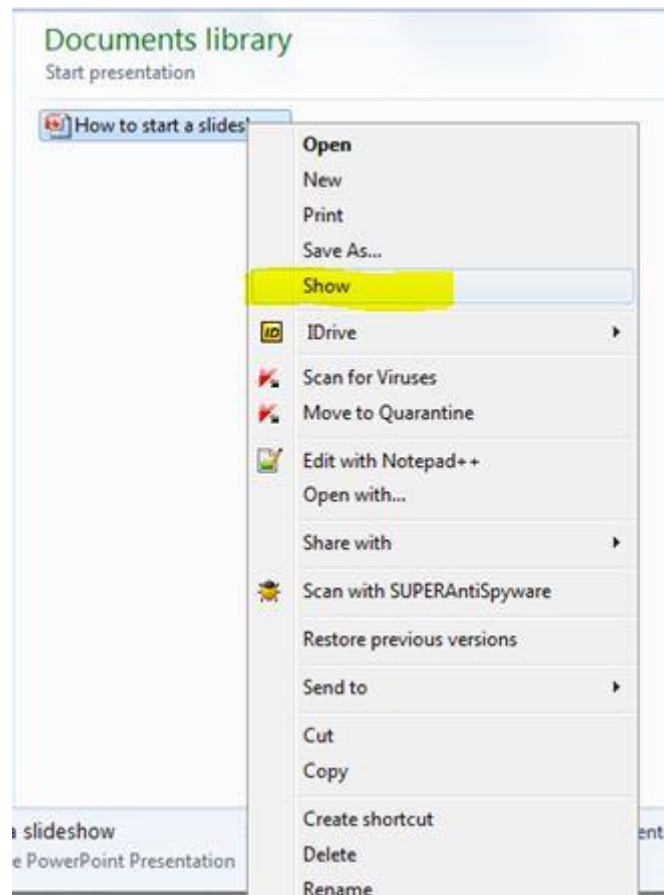
...double click on the file that contains the presentation to open it, then select **Slideshow** in the ribbon and click **From Beginning**?



If you do, you should bear in mind that the audience can see the slides / thumbnails and also any notes that you have before the presentation has even started.

A better way to start the slideshow would be...

...instead of double clicking the presentation to open it, try **right clicking** on the name and choose **Show** instead...



This will immediately launch the slideshow without revealing any of the slides to the audience, so it looks a bit more professional.



HOW TO USE FORMAT PAINTER

There is an icon on the toolbar in MS Office applications that is a little gem.

It saves so much time when creating or editing presentation slides. It's the **Format Painter** icon.

What does it do?

Basically it does exactly what it says... it paints (copies) the format of a selected area and applies it to another (hover over the icon and it will give you a description of what it does).



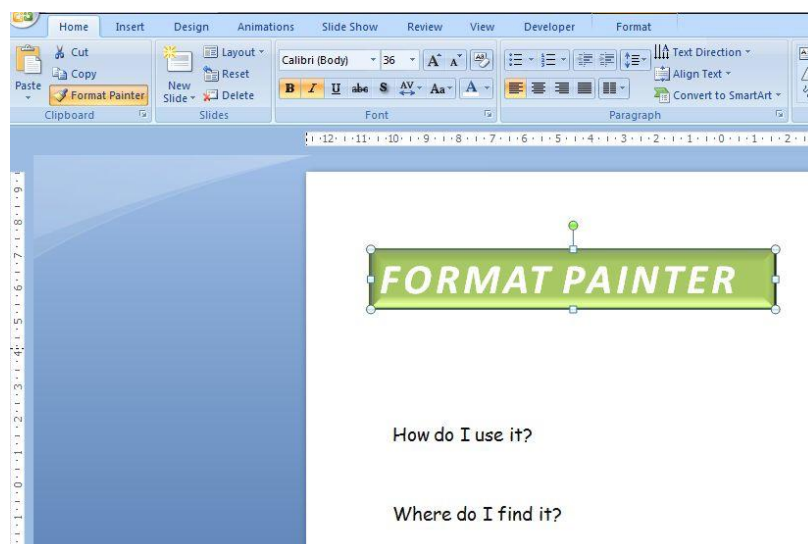
Where do I find it?

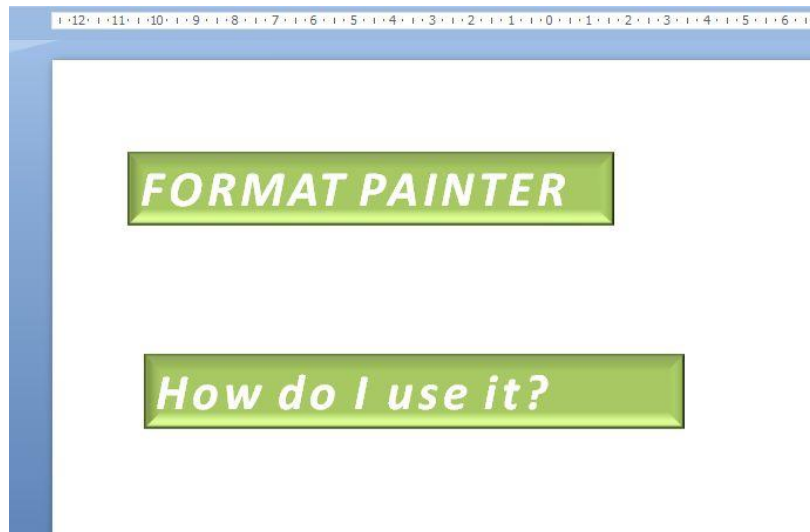
You'll find this icon in the **Home** section of the ribbon, in the **Clipboard** group.



Below is an example of how to use this feature in PowerPoint...

If you have a format in a section of a slide that you want duplicating on another section or even a different slide, select the text box, graph, table or image that you want to keep, click on the **Format Painter** icon, then select the area where you want the formatting.





If you want to select multiple areas, double-click on the **Format Painter** icon before clicking on the areas you to change.

Personally, I think Format Painter is a tool that is really under-used, which is a shame as it's so handy for quick formatting.



Ninja Note:

To close Format Painter either press the **Escape** key or click on the **Format Painter** icon again.



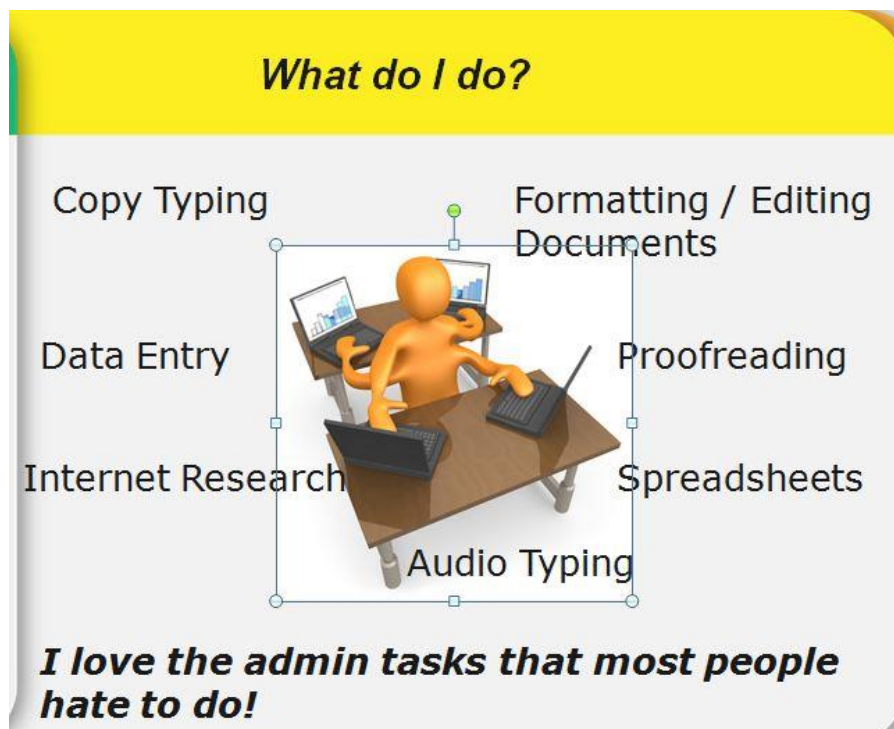
HOW TO SELECT OBJECTS

Do you spend time trying to select a text box on a slide that now has an image placed over the top? It can be so time consuming trying to find the edge of the box in order to edit the text!

Below is a very handy hint.



The **tab** key is very useful – pressing the tab key selects each section in turn, whether it's a text box or an image (very useful for showing the text boxes that are completely hidden and you've forgotten are even there!)..





And, if you want to go back to the previous section, press **Shift and Tab** together...



And, that's it – a quick tip on selecting objects without having to move things around first!



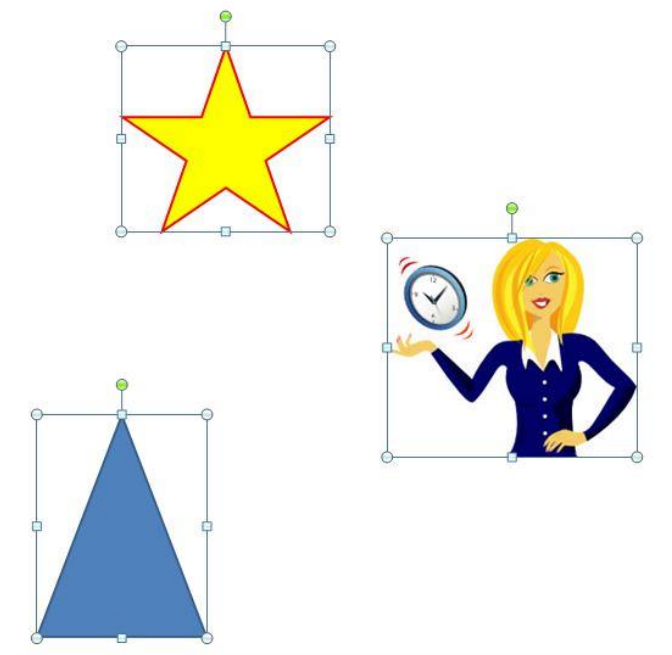
HOW TO ALIGN OBJECTS

Anyone who creates PowerPoint presentations knows how frustrating it can be to manually align images, text & other objects. We try to do it “by eye” but more often than not there always seems to be one object that looks slightly “out”! Don’t spend hours trying to do it yourself, let PowerPoint do it for you – here’s how.

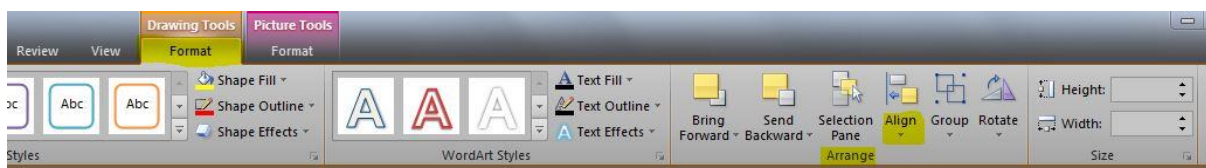
There are 2 ways to align objects...

Align objects to each other

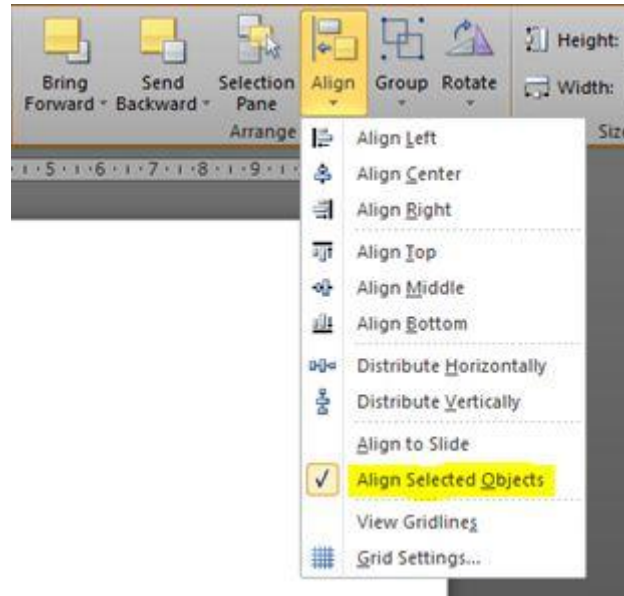
First select the objects that you want to align (click **Shift** whilst clicking on the objects to select multiple objects)...



Under **Drawing Tools** in the ribbon, click on **Format** and in the **Arrange** group, click **Align...**

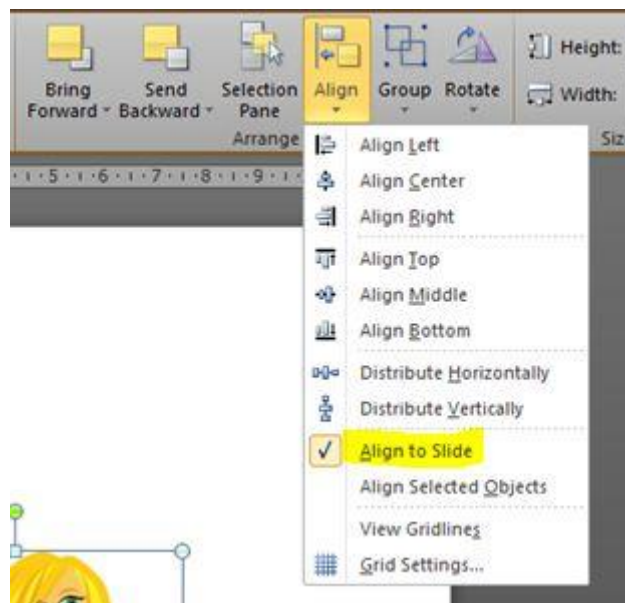


Make sure **Align Selected Objects** is ticked, and choose which alignment you want to use...



Align objects to the slide

Again select the objects that you want to align (click **Shift** whilst clicking on the objects to select multiple objects), click on **Format** under **Drawing Tools** in the ribbon and in the **Arrange** group, click **Align**, then click **Align to Slide**...



Click **Align** again and choose which alignment you want to use. And that's it! Simple ways to make sure your objects are in line.



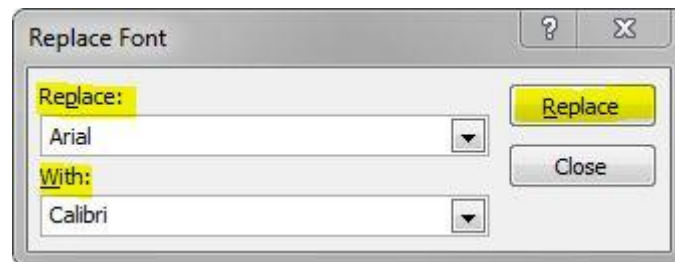
HOW TO QUICKLY REPLACE THE FONT

If you've ever copied slides from one presentation to another only to find that the fonts are all different, you will know how time consuming it is to go through manually changing the fonts so they match the existing slides. Luckily, there is another quicker way of doing this.

In the **Home** tab on the ribbon, go to the **Editing** section and click on the drop down arrow to the right of **Replace** then click **Replace Fonts...**



This will open up a dialog box where you select the font you want to change from the drop down list under the **Replace** heading, and under the **With** heading choose the new font that you'd like. Click on **Replace** and the original font will now be replaced with the new one throughout the whole presentation.



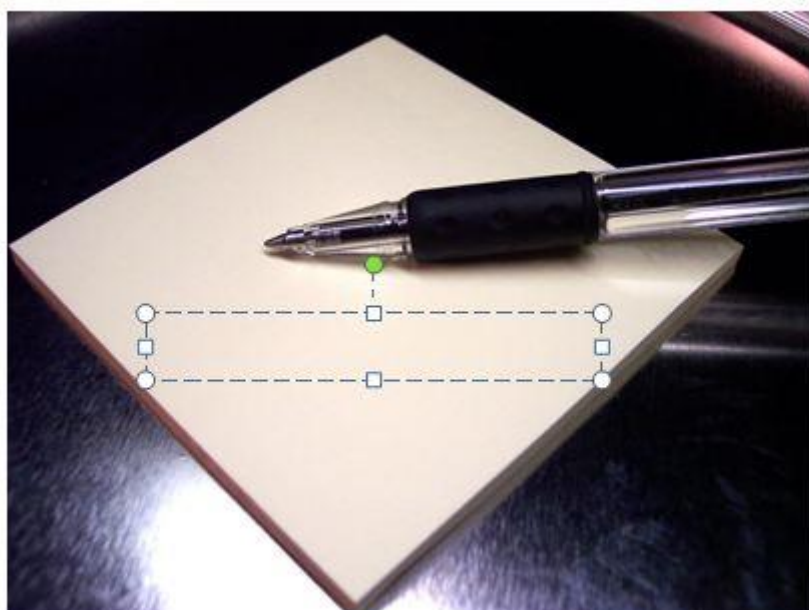
And that's all there is to it!



HOW TO MAKE STOCK PHOTOS UNIQUE

We all know about licensing when it comes to using images on the internet, so once you've chosen your stock photo, it's nice to put your own unique stamp on it. It's great for marketing your own business, invitations to an event, or just as a bit of fun! And of course, you're not only limited to stock photos, why not have a go using your own photographs? This tutorial is going to show you how to do just that.

Once you've downloaded your image, open up a blank PowerPoint slide and insert the image into the slide, insert a text box anywhere on the image and type in what you want to say...





Then, once you have the text, tweak it to the style you want. For example, we can rotate the text box and place it in a better position. To rotate the text box, click on the **green circle** above the box and drag it round to the angle you want...



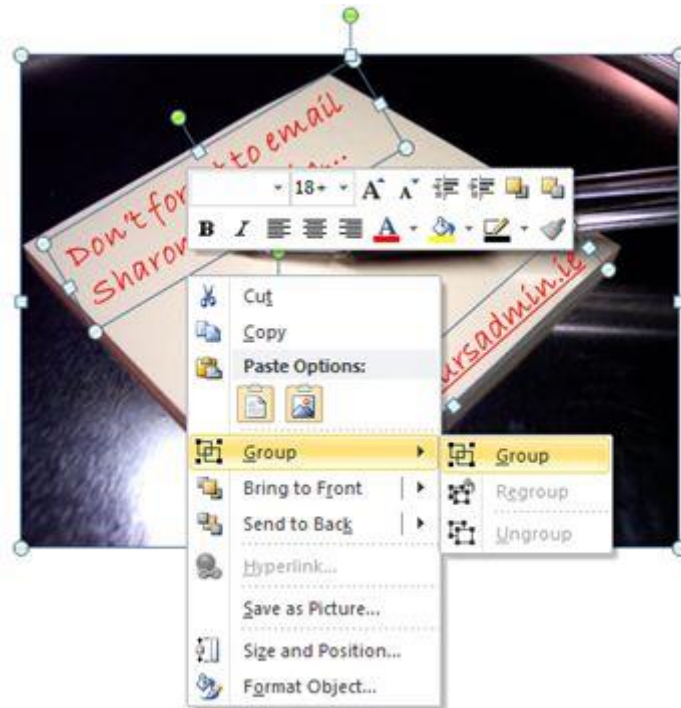
Then, you can change the font, colour, style of the text (make sure you've either highlighted the actual text, or selected the outline of the text box). You can even add shapes, other images, more text boxes etc...



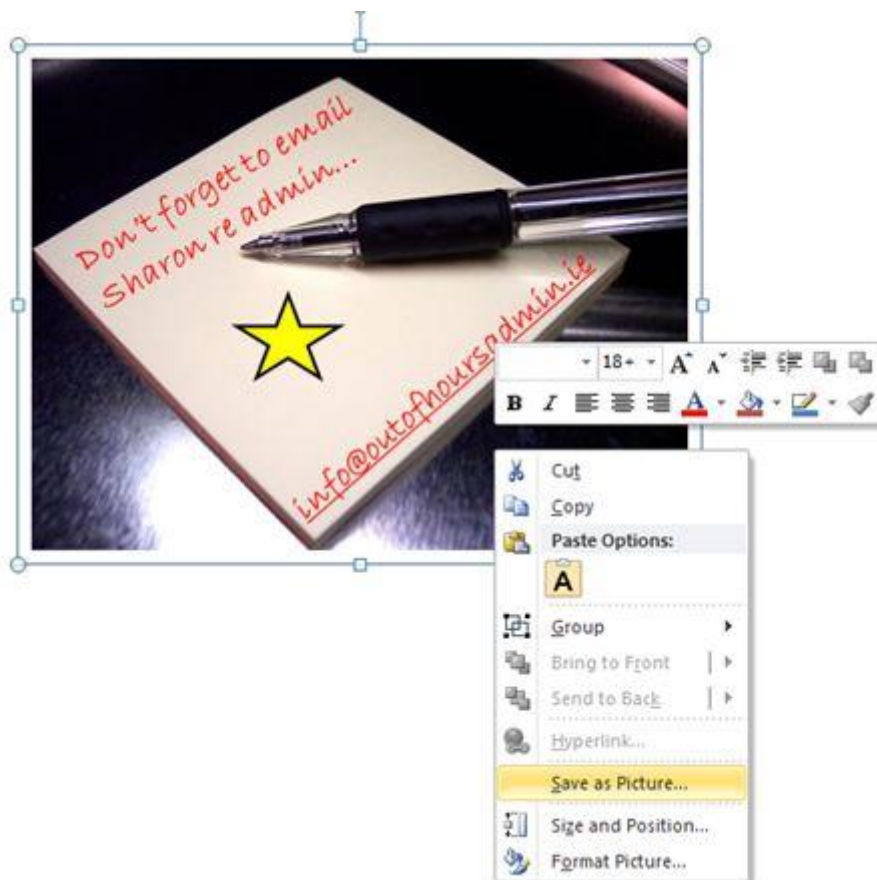
Then, select everything by pressing **Ctrl** and clicking on each text box, shape etc...



Right click the mouse and select **Group...**



This will group everything together. Click on the picture again, right click the mouse and choose **Save as Picture...**



This means it will be easier to upload as an image onto your social media sites and that's it – you now have your own unique image.

Of course, there are lots of other ways to make an image unique, when you first insert the image into PowerPoint, go to **Picture Tools, Format** on the ribbon and have a play around with different frames/borders, shadows, colours etc to put your own stamp on it.



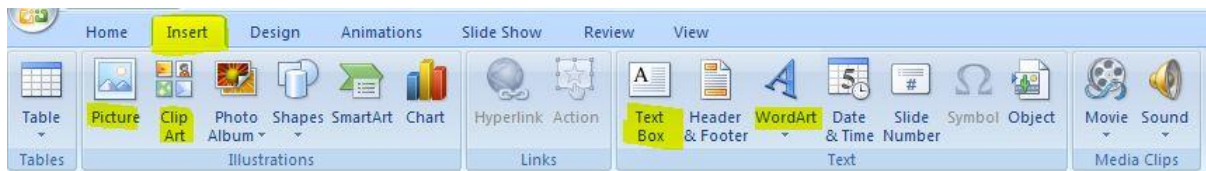
HOW TO INSERT A WATERMARK INTO A PRESENTATION

If you want to make your PowerPoint presentation more unique, you could add a watermark of your company logo (for example) to the slides. The steps below show you how to do this.

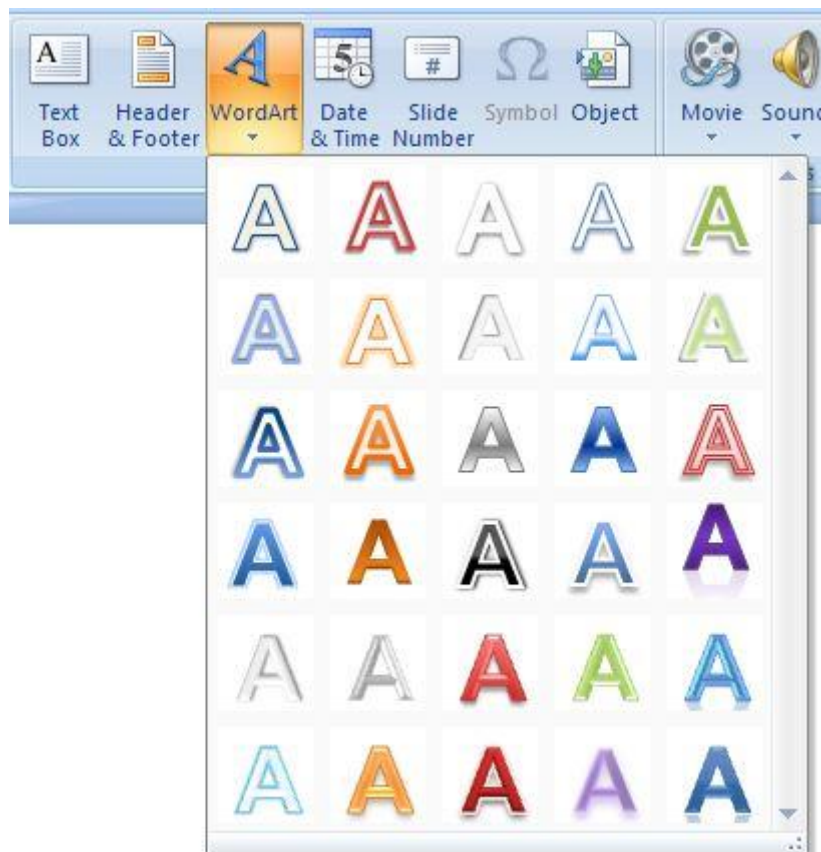
Firstly click on the slide where you want to place the watermark. If you want the watermark to be on every slide in the presentation, click on **View** in the ribbon and select **Slide Master**...



Click on **Insert** in the ribbon and choose either **Picture** or **Clip Art** for an image, or **WordArt** or **Text Box** if you want to use text...

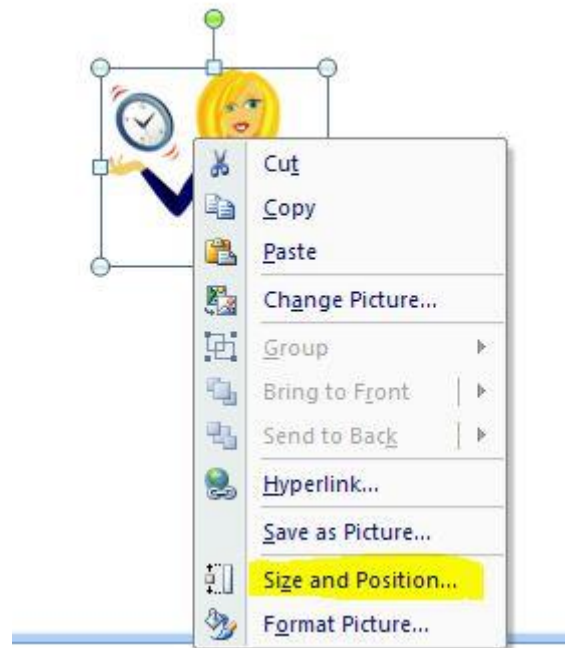


Follow the instructions for inserting an image from your computer or clip art, and once you've chosen your image, click **Insert**. If you're inserting a text box, click and use your mouse to create a box, drag it into position and type your wording, or if you're using WordArt choose your style and add the text...

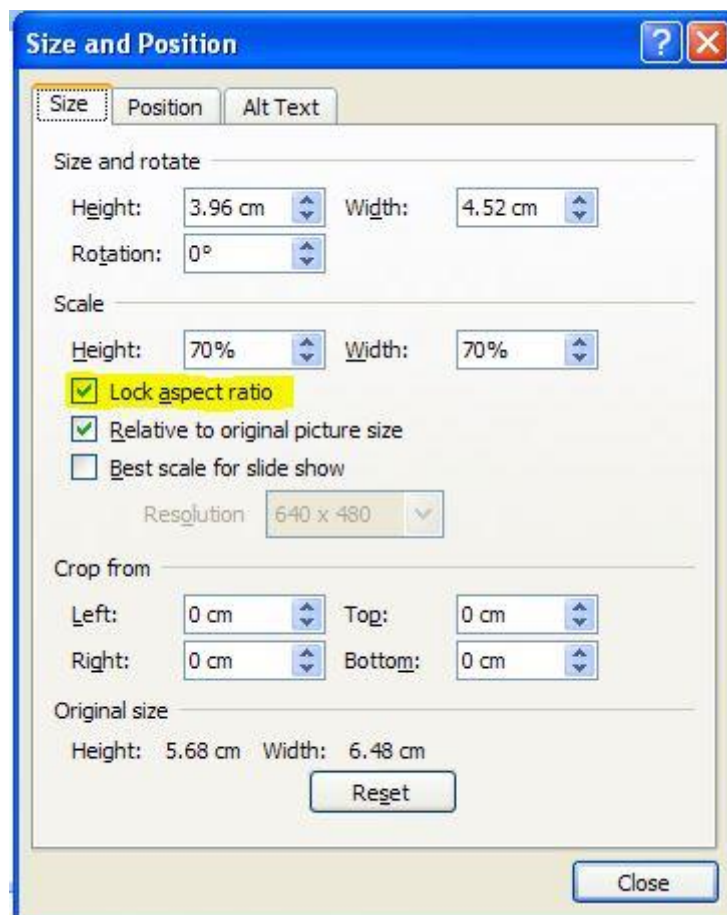




You can change the size of the picture by right clicking on the mouse and choosing **Size and Position...**



This opens up a dialog box where you can change the height, width and position of the image. If you want the picture to keep its proportions the same during the resizing, tick the **Lock aspect ratio** box...

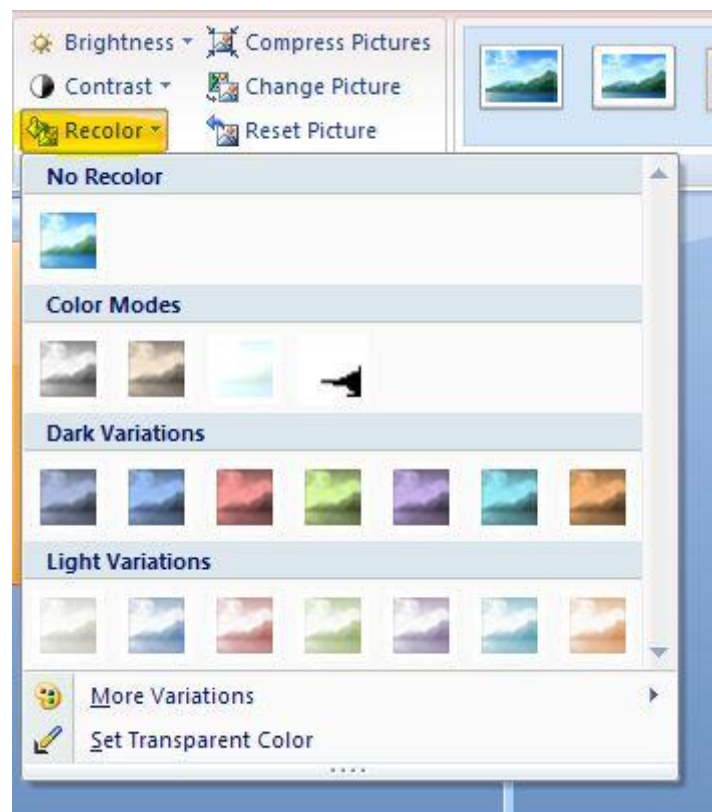




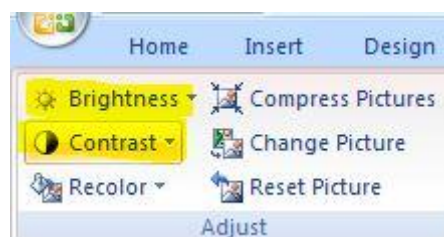
A watermark is more transparent than a background so the next thing to do is change the transparency of the image. Click on the picture and go to the **Format** option in the ribbon...



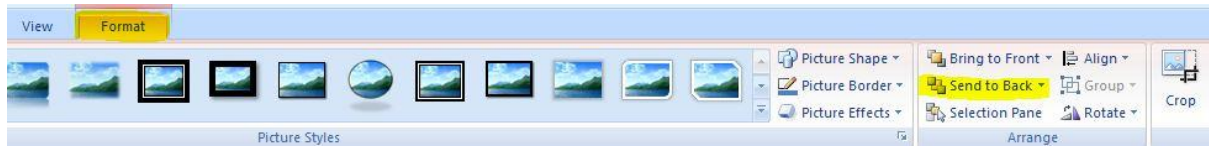
You can then change the variation of colour by selecting **Recolour** and choosing one of the options that you like most...



Then you can adjust the brightness and contrast by clicking on the corresponding buttons...



Once you have your image exactly how you want it, click on the picture, go to the **Format** tab in the ribbon and choose **Send to Back** in the **Arrange** section...



This means the image will be in the background and won't interfere with anything else on the slide...

How to insert a watermark into your presentation

Using PowerPoint 2007

And that's it – an easy way to make your presentations unique.



Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

Unfortunately I won't be adding any more tutorials for MS PowerPoint 2007, however please keep checking back on my [blog](#) for any other tutorials that might come in handy.

If you find you need any help with MS Office, feel free to contact me via [OutofhoursAdmin](#).

Thanks again,

Sharon

