



Tips and Tricks for Microsoft PowerPoint 2007



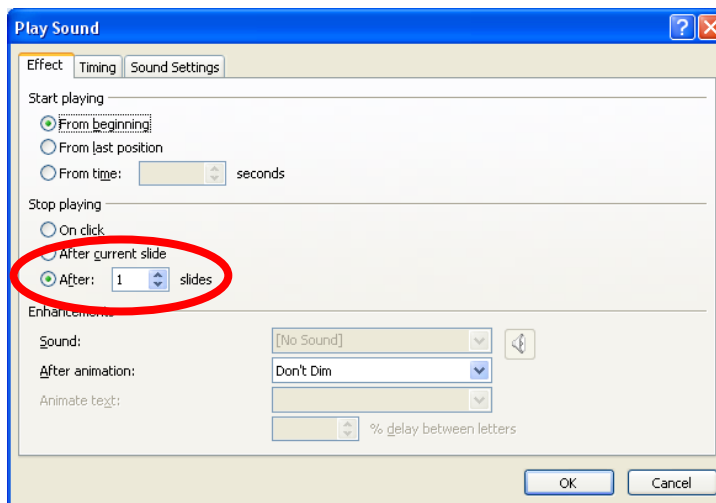


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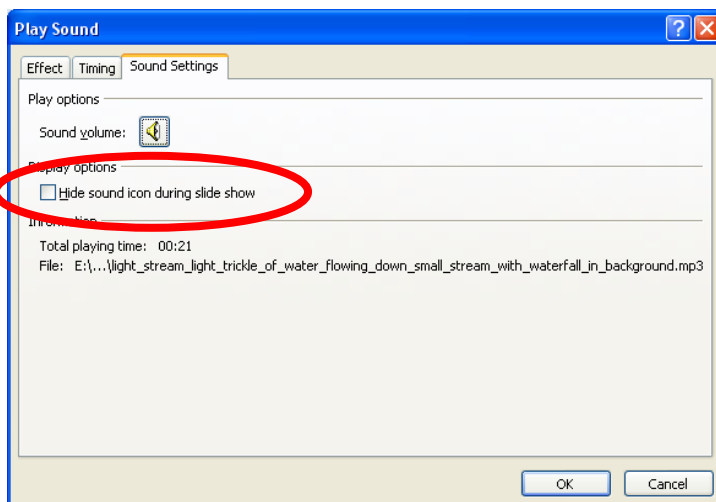
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PLAY THE SAME SOUND THROUGHOUT AN ENTIRE SLIDE SHOW

1. Click the **Insert** tab on the Ribbon, click the bottom half of the **Sound** button and click **Sound from File** or **Sound from Clip Organizer**.
2. Click the **Animations** tab on the Ribbon and click **Custom Animation**.
3. In the *Custom Animation* Task Pane, click the down arrow to the right of the inserted sound and select **Effect Options**.
4. On the *Effect* tab, under *Stop playing*, select **After** and choose the number of slides in your presentation, as shown below.



Note: You may also want to turn on the *Hide sound icon during slide show* option on the *Sound Settings* tab.

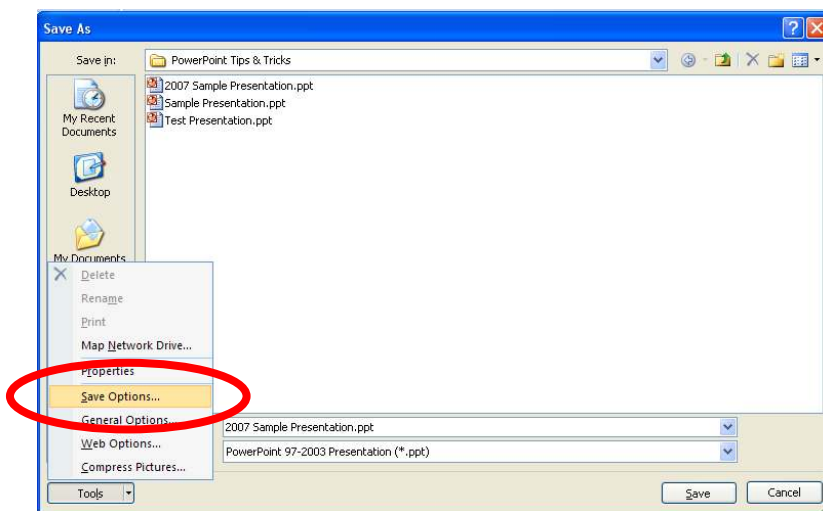


SAVE FONTS

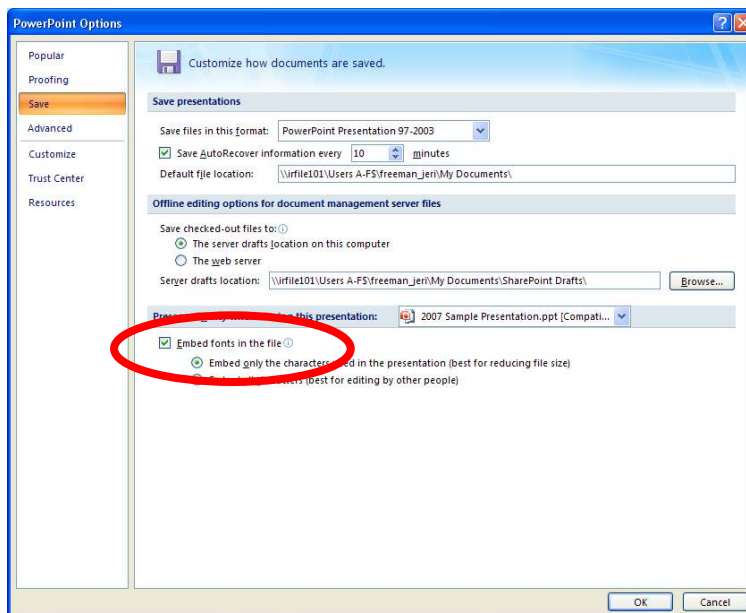
Have you ever saved a PowerPoint presentation and brought it to another computer only to find that all of your fonts have changed? When you save a PowerPoint presentation, it only saves the *names* of the fonts it needs to show each slide. If the computer you're sitting at doesn't *have* a particular font, it *substitutes* a font of its choice... usually one which looks terrible!

To save your fonts with the presentation:

1. Click the **Office Button** and click **Save As**.
2. In the Save As dialog box, click **Tools** and then **Save Options**



Choose **Embed fonts in the file** and click **OK**.



LAYOUT & DESIGN TIPS

- Draw proportionate shapes: Hold down the **[Shift]** key as you draw a shape to create a perfectly proportionate shape. To maintain the proportions as you resize the shape, hold down the **[Shift]** key as you resize the shape.
- Copy a shape: Hold down the **[Ctrl]** key as you drag a shape to create a copy, or select the shape and press **[Ctrl] + [D]** to create a duplicate of the shape.
- Add and manage text within a shape: To add text to a shape, simply click the shape and begin typing. To align the text within a shape, select the shape and click the **Home** tab on the Ribbon. In the *Paragraph* group, click the **Left**, **Center**, **Right** or **Justify** button to change the horizontal alignment. Click the **Align Text** button and choose **Top**, **Middle** or **Bottom** to change the vertical alignment. For more formatting options, click the **Align Text** button and select **More** Options.
- Nudge objects: To move an object just a little, select it and use an arrow key. For even more control, press **[Ctrl]** as you press an arrow key.
- Align objects perfectly: For a professional-looking layout, make sure your objects line up. Select two or more objects and click the **Format** tab on the Ribbon, click **Align** and select one of the alignment options.
- Center an object(s) on a slide: Select the object(s) to be centered and click the **Format** tab on the Ribbon. Click **Align** and select **Align to Slide**. Click the **Align** button again and select **Align Center** and/or **Align Middle**.
- Distribute objects evenly: To make three or more objects equidistant, select them all and click the **Format** tab on the Ribbon. Click **Align** and select either **Distribute Horizontally** or **Distribute Vertically**.
- Create text hyperlinks to other slides: Select the text to be converted to a hyperlink. Click the **Insert** tab on the Ribbon and then click the **Hyperlink** button, or press **[Ctrl] + [K]**. Click **Place in This Document**, select the desired slide and click **OK**.
- Use shapes to hyperlink to other slides: Draw and format the shape of your choice. With the shape selected, click the **Insert** tab on the Ribbon and then click the **Hyperlink** button, or press **[Ctrl] + [K]**. Click **Place in This Document**, select the desired slide and click **OK**.

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