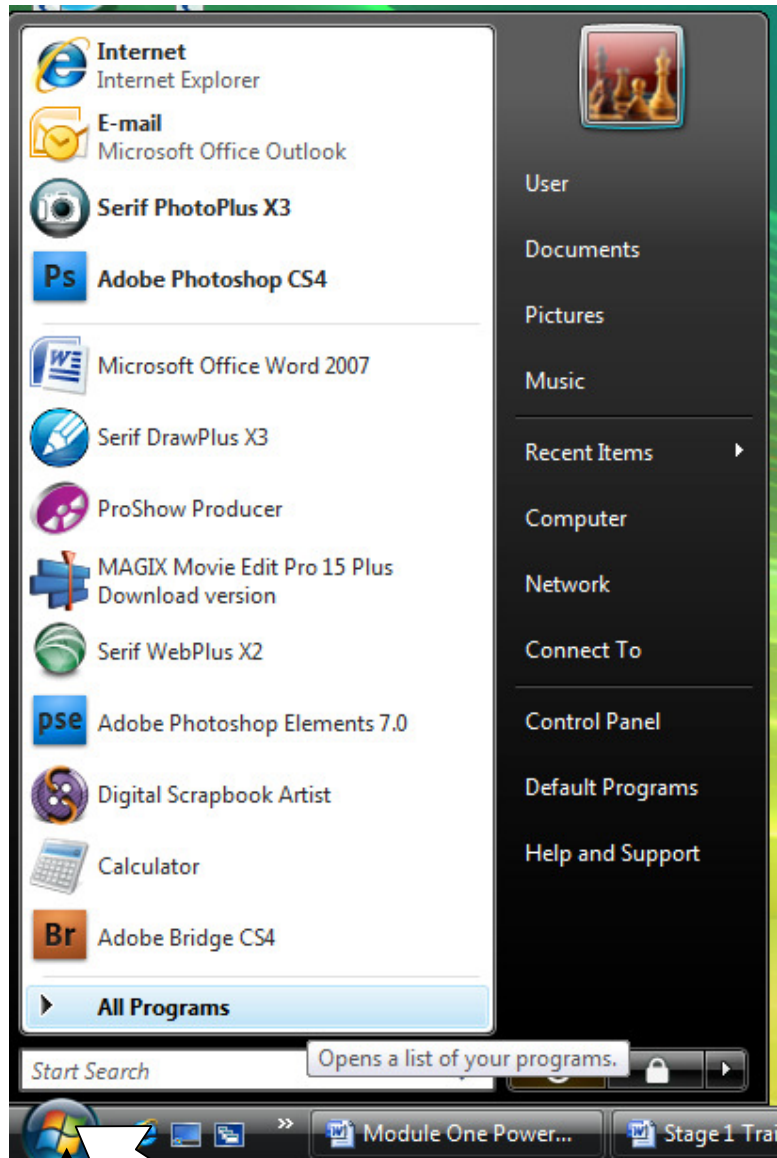



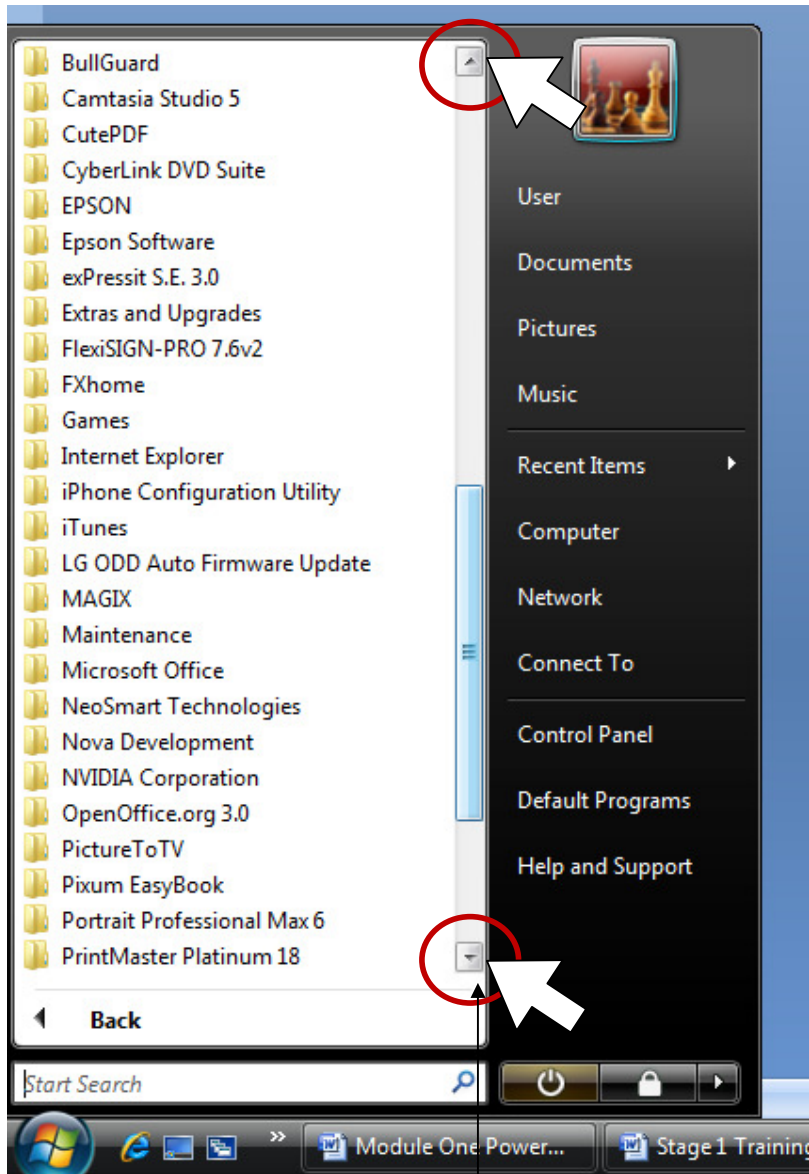
In module 1 you will discover how to create dynamic, exciting slide shows, bring your presentation alive by incorporating images, sounds, photos and animation.

### Opening PowerPoint



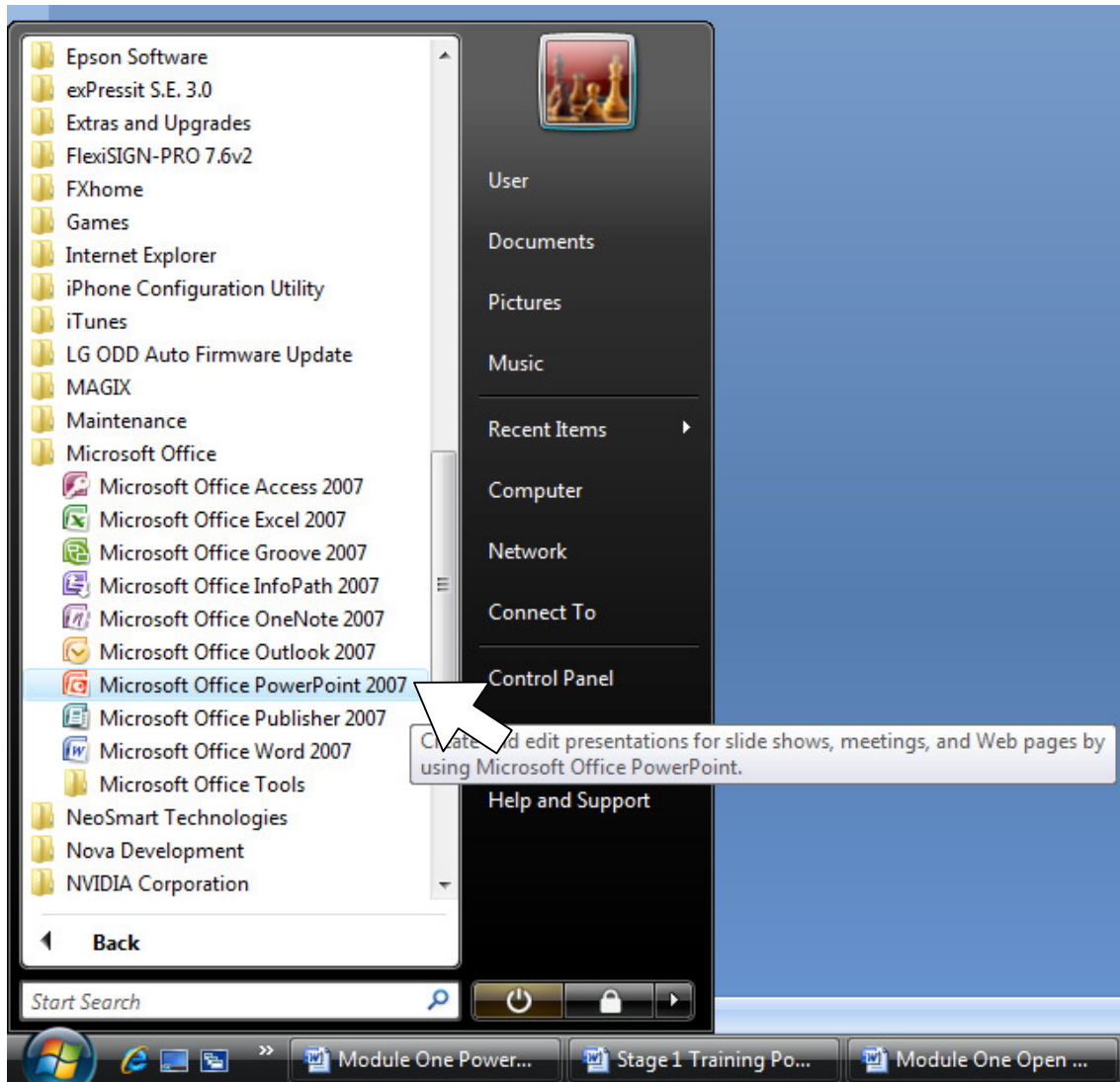
Place your cursor  over the **start icon** which can be located on the bottom left hand side of your screen and click the left hand-side of your mouse or keypad once. The start menu will now be displayed

To open Microsoft PowerPoint 2007 hover your cursor over **All Programs** to display your full range of software.



You can use the **scroll arrow bar** to move up and down to locate Microsoft Office.

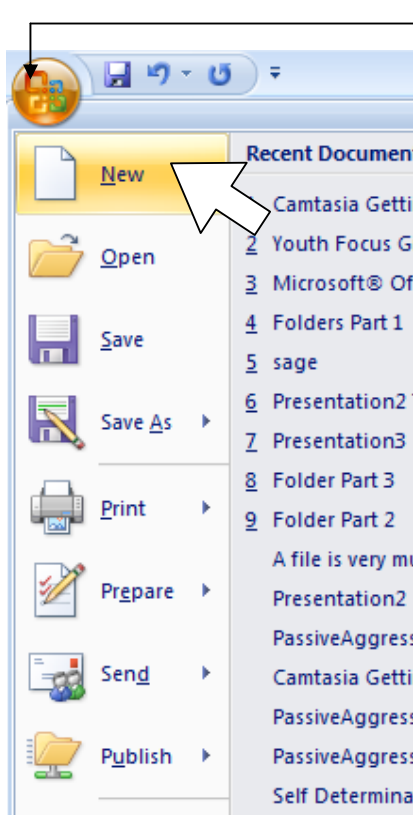
Once you have located Microsoft Office place your cursor directly over the folder and click the left hand-side of your mouse or keypad once to display the full range of products.



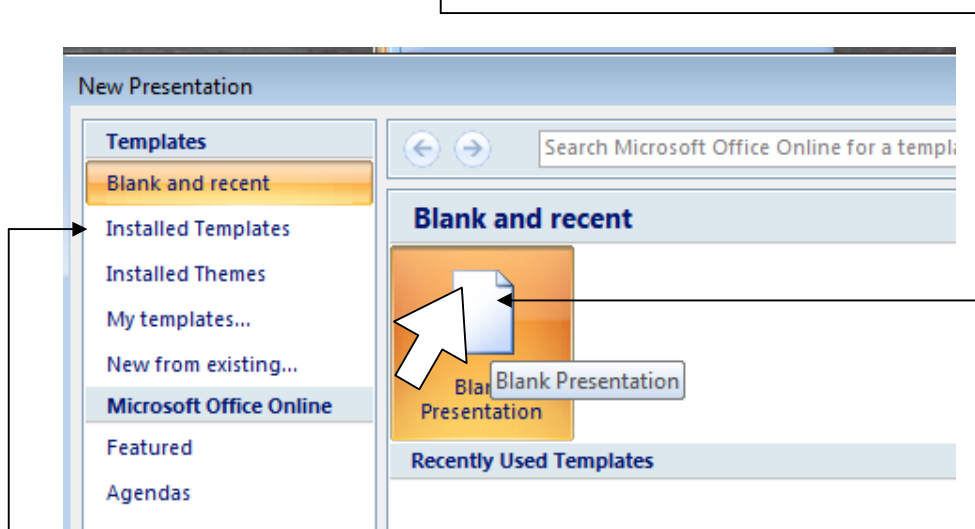
Place your cursor over Microsoft Office PowerPoint 2007 and again click the left hand-side of your mouse or keypad once.

## Opening a Blank Presentation

To start a new presentation, click the **Microsoft Office Button**  and click **New**.



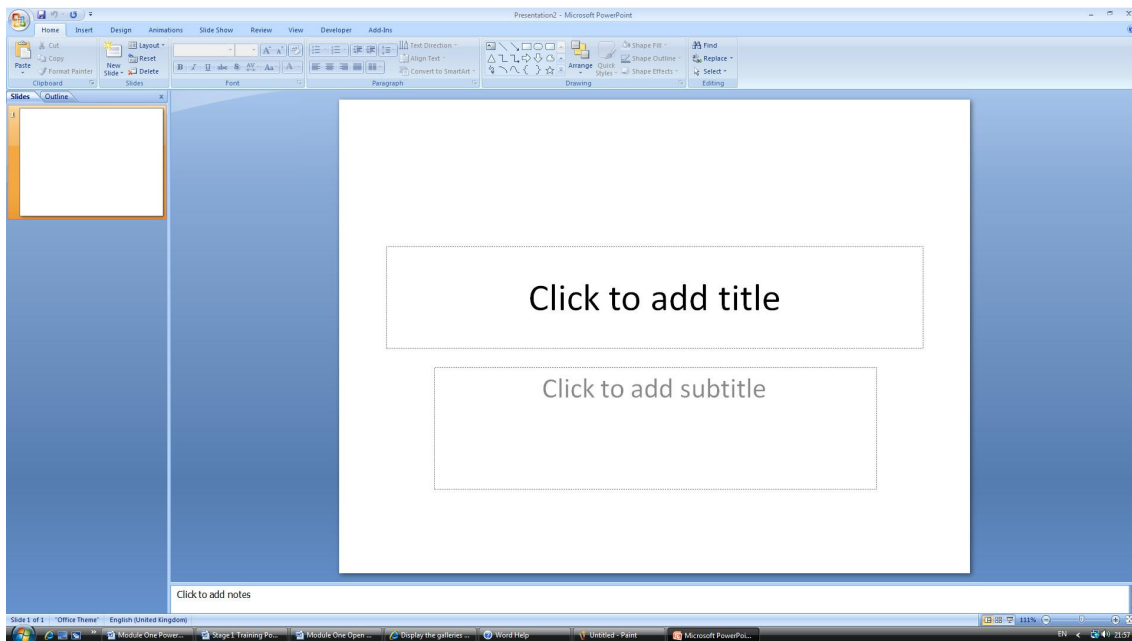
We are going to start with a blank presentation, in the **New Presentation** window place your cursor over the **Blank Presentation** slide and left click the left hand-side of your mouse or keypad once.



Alternatively you can opt for an existing **template**.

## Covering the basic Elements

You will now be presented with a new blank presentation template on your screen



Before we create our first project which will be a photo slideshow, let us take a look around the new interface of PowerPoint 2007.

The first thing you will notice is the tabs across the top of your screen, you no longer have the old familiar menus and toolbars, the command system has been revamped and is now called a ribbon, once you have familiarised yourself with the ribbon I'm sure you will find it user friendly.

The ribbon has been specifically designed to make the most frequently used commands easily accessible, the buttons on each tab have been arranged in logical groups.

Let's take a look at the ribbon; the first thing that is apparent is the tabs across the top row.

Home / Insert / Page Layout / References / Mailings / Review / View / Developer / Add-Ins

