

Format an image and Clip Art

Formatting process is basically the same as formatting "text box," "WordArt," or "Shape."



- Select objects (image or clip art). **Picture Tool Tab** appears.
- Format objects using **Adjust Group**, **Picture Styles Group** and **Arrange Group**.
- **Move** objects: See the instruction of "Move Text Box"

Formatting Slide Design Design Tab



Change the background

Design Tabs >> Background >> Background Styles

- Click on the **Format Background** button at the bottom.
- Format Background window appears.
 - You can set the color, solid or gradient, transparency or choose picture/texture fill
 - Click on **Close** button to apply changes only to the current slide
 - Click on **Apply to All** to apply changes to all the slide

Change the theme

Design Tabs >> Themes

- Move the cursor over the theme buttons to preview different themes on your current slide.
- Click on any theme button to choose the theme, which will be applied to all the slides in your presentation.
- **Colors** -- Changes the color scheme of the current theme
- **Fonts** -- Changes the font of the current theme
- **Effects** -- Changes the effects of the current theme

Formatting Presentation in Slide Master

The Slide Master acts as a template for your entire presentation.

Altering anything on the Slide Master will change it for all the slides in your presentation.

View Tab



Open the Slide Master

View Tab >> Presentation Views >> Slide Master

- **Slide Master Tab** appears on the left-hand side of Home Tab

Microsoft Powerpoint 2007 User Guide

E Durkheim



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Table of Contents Microsoft Powerpoint 2007 User Guide

1. Understanding the eBook Microsoft Powerpoint 2007 User Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2007 User Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2007 User Guide User Reviews and Ratings
 - Microsoft Powerpoint 2007 User Guide and Bestseller Lists

5. Accessing Microsoft Powerpoint 2007 User Guide Free and Paid eBooks
 - Microsoft Powerpoint 2007 User Guide Public Domain eBooks
 - Microsoft Powerpoint 2007 User Guide eBook Subscription Services
 - Microsoft Powerpoint 2007 User Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint 2007 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2007 User Guide Compatibility with Devices
 - Microsoft Powerpoint 2007 User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2007 User Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2007 User Guide
 - Interactive Elements Microsoft Powerpoint 2007 User Guide
8. Staying Engaged with Microsoft Powerpoint 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2007 User Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2007 User Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2007 User Guide
 - Setting Reading Goals Microsoft Powerpoint 2007 User Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint 2007 User Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2007 User Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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assessment tasks 71 5 2 nature of controlled assessment tasks 72

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