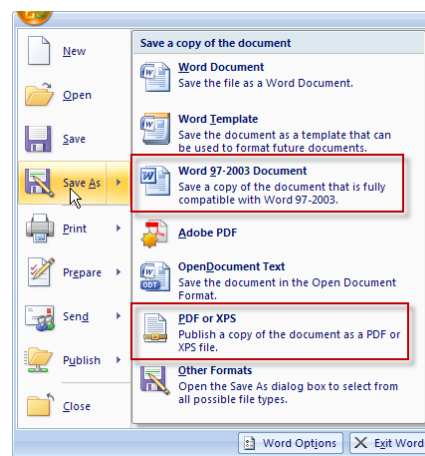


MS Office 2007 Tips for Word & Power Point

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Manager, Academic Technology
Tuesday, September 15, 2009

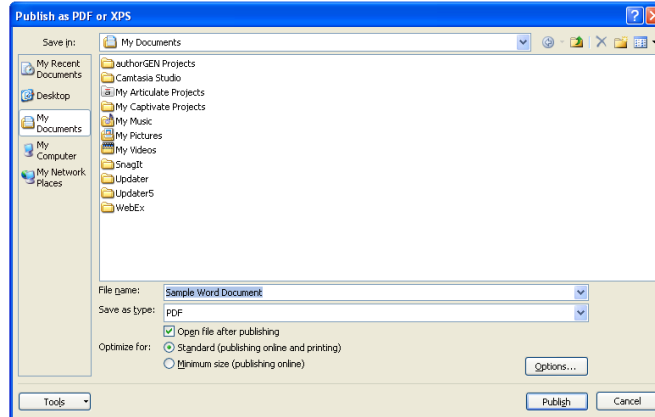
MS Office Save As 97-2003 or PDF

- Save As: 97-2003
 - Blackboard-submit assignments in the 97-2003 format
- Save As: PDF file download from Microsoft website
 - May need your Tier 1 support person to install it on work computer



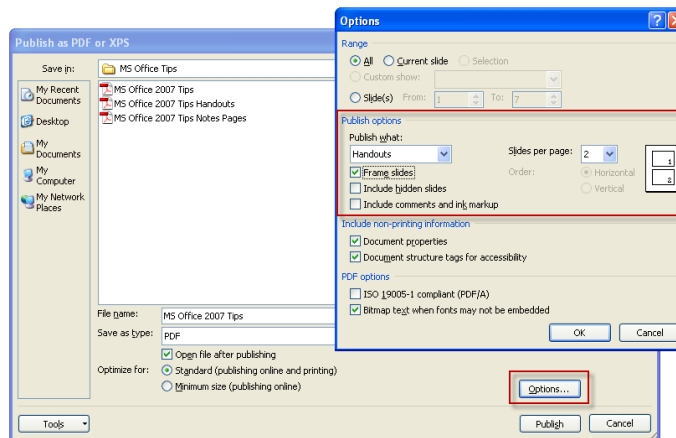
Word PDF Menu

- Standard settings are fine
 - Optional to view PDF after publishing
 - Blackboard-may want to use Minimum size if a lot of pictures/clipart



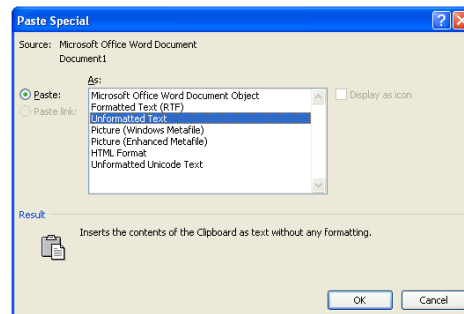
Power Point PDF Menu

- Options Menu-allows you to select Handouts and publish 2-3 slides per page
 - Tip: save a copy without backgrounds and animation first (smaller file size and black & white cheaper for students to print)



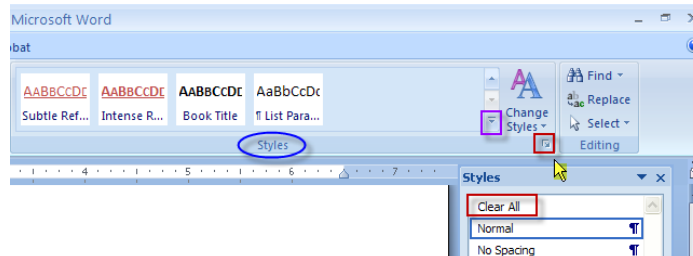
MS Office-Paste Special

- Paste Special-
Unformatted Text
removes text
formatting
 - Great for coping and
pasting text into a
new document from
other documents
and websites



Word Document-Clear Formatting

- Highlight sections of text with mouse or whole document
(CTRL and A key to select all text)



- From the **Home** ribbon, expand the Styles menu and select **Clear All** (red squares on picture)
 - Normal will also standardize most of the formatting

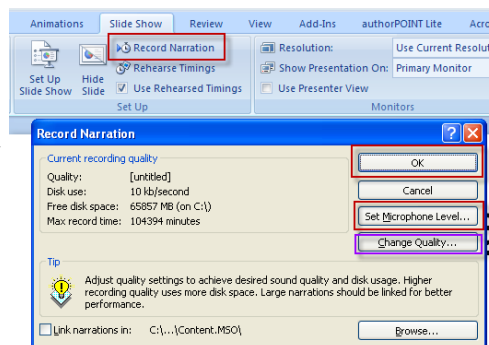
Word vs. Web Page Formatting

- Word/print formatting
 - Single space is default on Enter/Return key
 - Times New Roman serif font is easier to read
 - 12 or 10 sized font
- Web page formatting
 - Double space is default on Enter/Return key
 - Arial or Verdana (sans serif) font is easier to read on a monitor or projector
 - 3 (=12) or 2 (=10) sized font

Tip: If you want to single space web page text, use a soft return via: Shift and Enter key (MAC: Command/Apple and Enter keys)

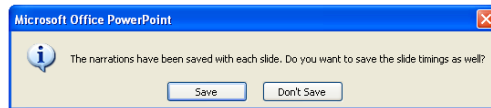
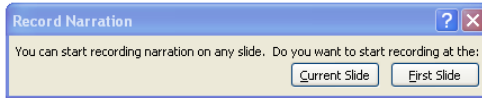
Power Point-Record Narration

- **Slide Show** ribbon
- **Record Narration**
- **Set Microphone Level**
 - Need a headset or microphone for computer
- May need to Change Quality later and increase kHz (stay with 8 Bit, Mono) if sound is poor in presentation
- Click **OK** button



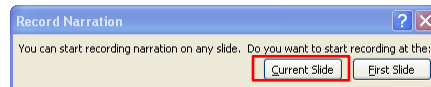
PPT Record Narration Cont...

- Click on First Slide button
 - Use Current Slide for audio editing later
- Slide Show Presentation will begin and you can begin speaking
 - Click on space bar to advance slides and animation
 - Pick a quiet place to minimize background noise
- Press Esc key on keyboard when done and Save button
- *Tip:* Test just a couple of slides the first time to make sure the audio sounds good



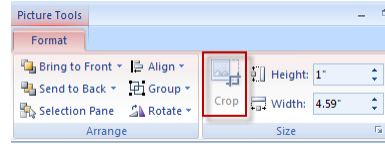
PPT Record Narration Editing

- Replay your presentation.
- If you want to redo the audio recording on one slide, click on the sound icon and delete it (Delete key)
- Record that slide again starting from Current Slide
- Press Esc key when done and Save button



MS Office-Optimizing Pictures

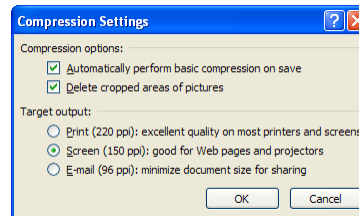
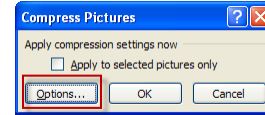
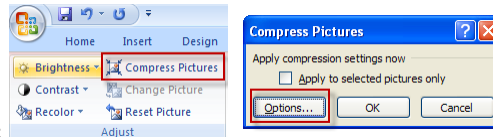
- Double Click a picture to view the Picture Tools



- Crop pictures
- Add Borders

- Compress Pictures

- Options (standard settings fine)
- Ok button
- **Makes file size smaller**



Blackboard-Reduce File Sizes

- **Smaller files are easier to view and download so watch your file sizes**
- File Size Comparison:
 - Small: 1-1000 KB
 - Medium: 1-50 MB
 - Large: 50-100 MB
 - Huge: 100-250 MB (need to be broken into parts and smaller files)
- Tips to reduce file sizes:
 - **Optimize pictures and remove non-content relevant graphics**
 - Remove extra web page formatting
 - PPT:
 - **Post PDF file or plain Black & white handouts**
 - Remove backgrounds and animation
 - Video: stream videos
 - Add streaming video link with Bb External Link

Check File Sizes

- Check file sizes
 - Start Button and My computer
 - Select correct drive
 - example: Jraasch on New Moon
 - Locate file & right click & Properties menu (size listed)
 - Or change the view to Details

