



PowerPoint 2007

Objective

To provide a review of the new features in the Microsoft PowerPoint 2007 screen

Overview

Introduction	Clipboard Frame
Office Button	Editing Feature
Quick Access Toolbar	Keyboard Shortcuts
Tabs	Save As
Scroll Bar	Training
Status Bar	

PowerPoint 2007 Window

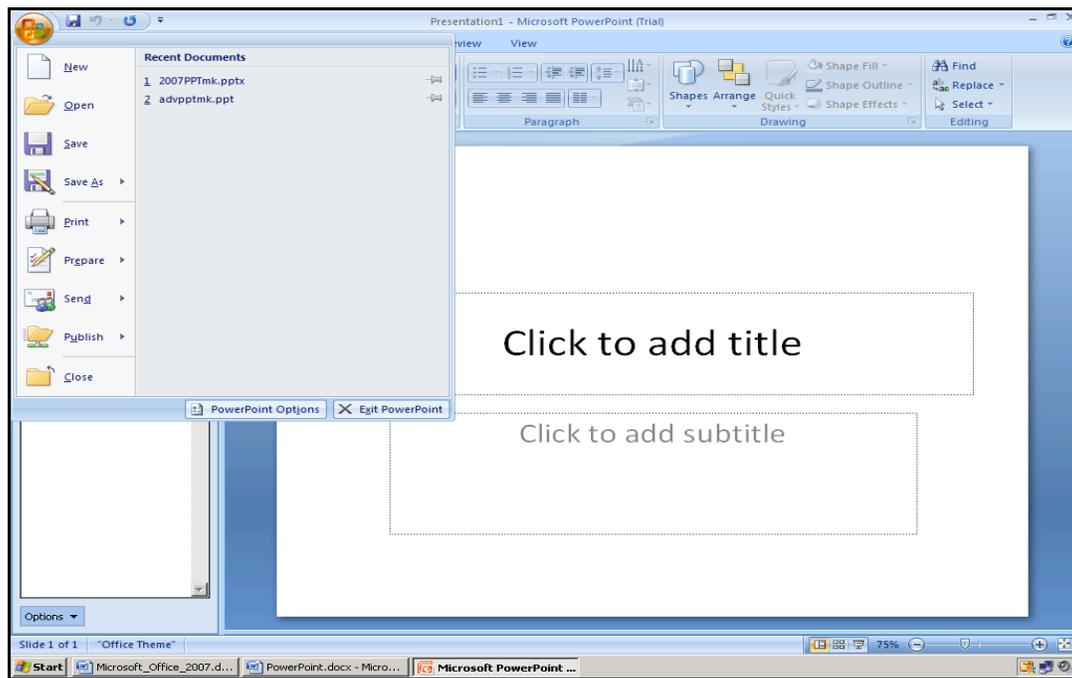
Microsoft Office 2007 could be considered a whole new package. This guide will touch on some of the changes to the Microsoft PowerPoint screen. At first glance Microsoft Office 2007 has whole new look and feel, because of the softer look of the screen. The "Ribbon" replaces both the Menu bar and the Toolbars. This can seem to make the screen seem complicated or confusing. Going over some of the changes to the PowerPoint 2007 screen will help with finding old options in new places. The best way to understand the PowerPoint screen would be to start at the very top of the Word screen and move through the window from there.

Office Button



The "Office Button" is located in the very top left corner of the screen. The Office Button brings up common options that are used when working with a file such as New, Open, Save, Save As, Print, etc.

Most of the options under the Office Button have an arrow next to them. This means there are more options available under that option.



For example, clicking on the arrow after "Prepare" brings up other options that prepare the document for distribution.

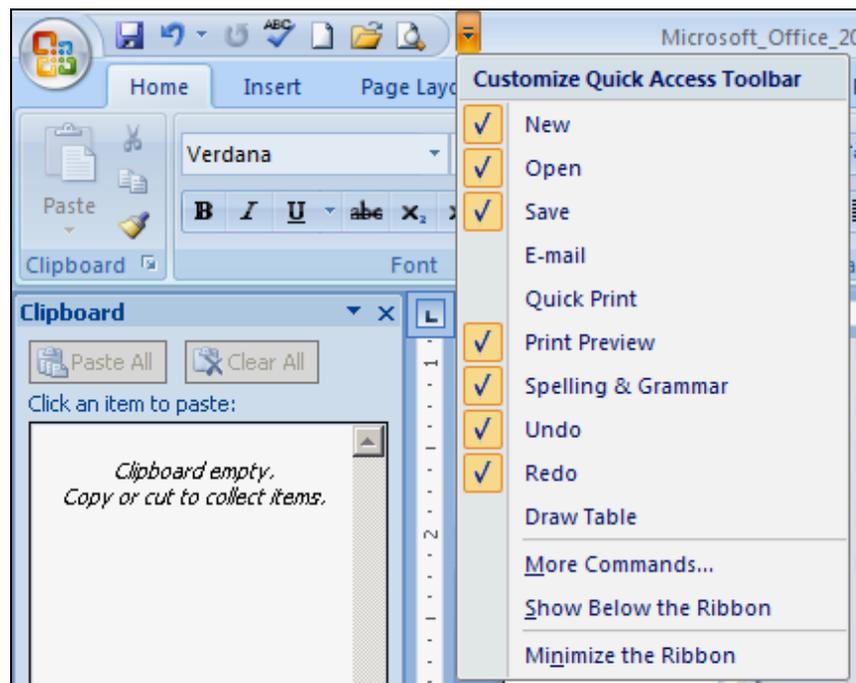
Quick Access Toolbar

To the right of the Office Button is the "Quick Access Toolbar."



Options such as Save, Undo, Redo, Spell Check, New Document, Open, and Print Preview can be quickly accessed from this toolbar. At the end of the Quick Access Toolbar is a down arrow. The down arrow brings up a menu of all options on the Quick Access Toolbar. The options can be clicked on for quick use or taken off if that option is not frequently used.

The "Office Button" and the "Quick Access Toolbar" are always available for quick use and do not disappear when using Tabs.



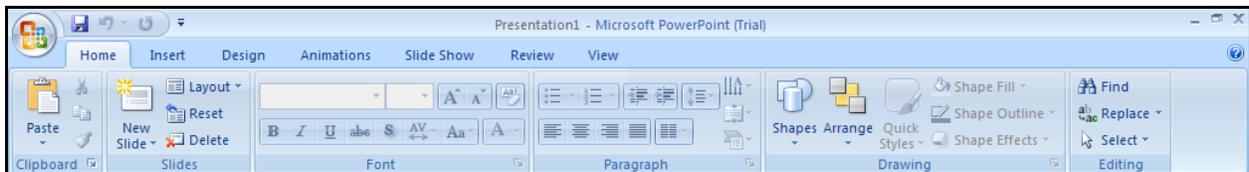
Tabs

Just below the “Quick Access Toolbar” are a series of Tabs. As the Tabs are selected the groups and commands related to that Tab come up. The groups and commands under the Tab are different from the older version of PowerPoint. For example, Animation was located under Slide Show in older versions. In PowerPoint 2007 Animation is one of the Tabs. Microsoft Office 2007 grouped together options that seemed more relevant to the work being done.

The Ribbon changes according to the selected Tabs. The selected Tab brings up what Microsoft 2007 calls groups. The groups are related to the Tab that was selected. The group in turn has the commands for that particular Tab. Below each group and command is the Dialog box launcher bar. If there are more options not seen in the group they can be brought up by the small diagonal arrow in the lower right corner of the “Dialog box Launcher bar.”

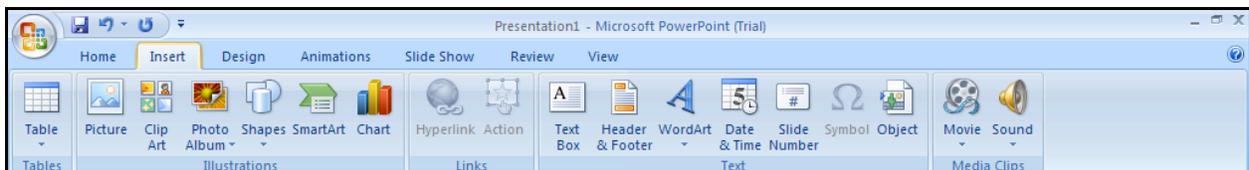


Home



The Home Tab contains editing options such as copy, cut, and paste. This is the location for adding new slides, use new layout, and delete or reset slides. The font, paragraph, and drawing options are also available.

Insert



Under the Insert Tab pictures, clipart, photo album, and shapes can be inserted into a document. Another change are the options of tables, charts, hyperlinks, and Header&Footer are now found under this Tab. The options of

Text box and WordArt from the Drawing toolbar are also now located under the Insertion Tab.

Design



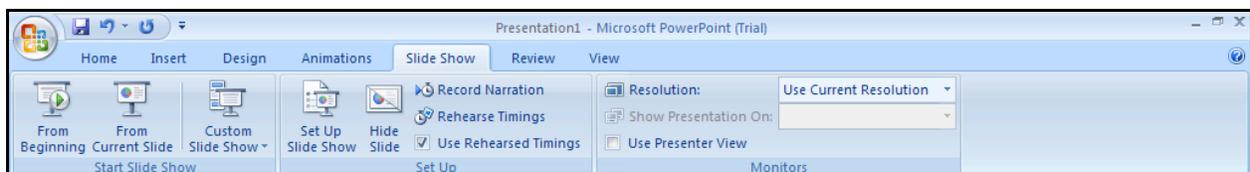
The Design Tab contains the themes for slides, effects, Fonts and colors. There are two other sections. One section is page setup and the other is background changes on the slides.

Animations



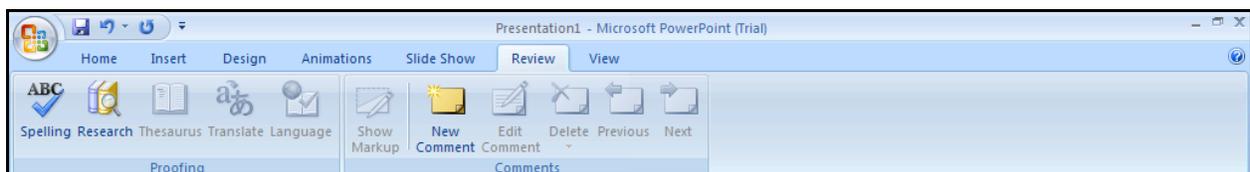
Animations which was located under Slide Show in the older versions of PowerPoint is a Tab. The options and commands that are under Animations deal with custom animation, slide transitions, and timing of the slide transitions.

Slide Show



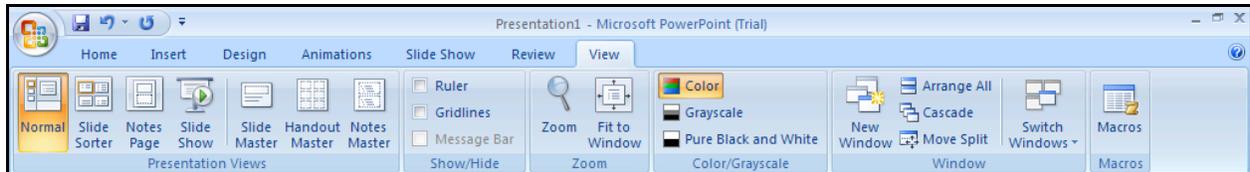
Under the Slide Show tab are the options and commands that deal with setting up the show. Options for viewing the show from the beginning or with the current slide are also available under this tab.

Review



Spelling and Grammar, Thesaurus, Track Changes, and Markups are just some of the options available to edit a document through this Tab.

View



This Tab works with the different ways a document can be viewed. Print Layout, Web Layout, Document Map and Window arrangements are several of the options located under the View tab with all of the Commands available.

Note: When you are working on a document and you would like more screen to work with, you can double click on any Tab and the group options below will disappear. To see the Group options again, double click again on any tab and the options will appear.

Scroll Bar

The right scroll bar on the 2007 window is very similar to the other versions of Word with the up/down arrows, previous page, next page, and insert object.

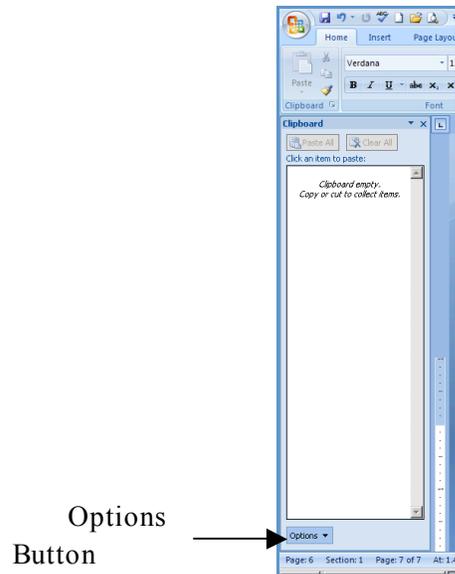
Status Bar

Following along on the bottom of the 2007 PowerPoint screen is the Status Bar. Options can be added to the Status Bar or taken off depending on the need during presentation development. There are more options to put on the Status Bar than in the previous PowerPoint versions. Right clicking with the mouse anywhere on the Status Bar will bring up the options that can be turned off or on. Neat features like Word Count can be selected for the Status Bar. Instead of several mouse moves to check the word count, it is visible on the Status Bar. Another feature on the Status Bar is the Zoom Slider. The Zoom Slider allows the document to be viewed at different percentages. In the front part of the Zoom Slider are the views of Normal view, Slide Sorter view, and Slide Show.

On the left side of the Status Bar slide number, the name of the theme selected, and spell check are also available.

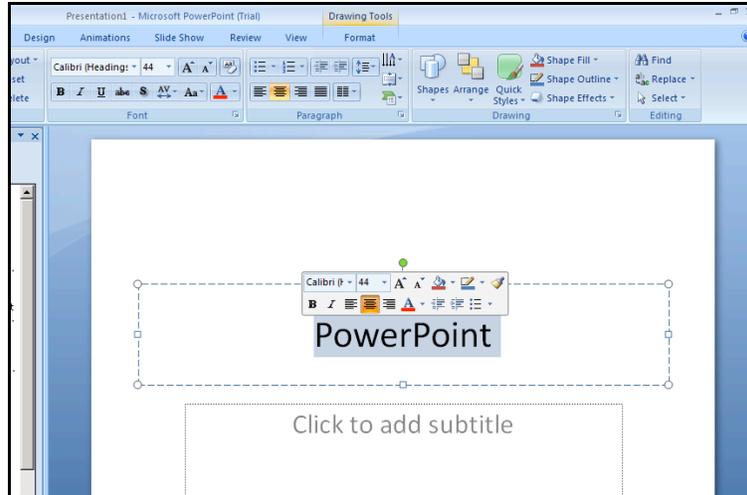
Clipboard Frame

Moving from the Status Bar to the left of the PowerPoint screen is the Clipboard frame. The Clipboard can be opened or closed. There are five different options available for the Clipboard. The choices are available under the Options button on the bottom of the frame.



Editing Feature

When typing text and a formatting change is needed, highlighting the text brings up a small window which appears above the text. The window contains the formatting options for editing text. Moving the mouse above the selected font but not clicking will show what the text will look like in the font the mouse is over. Changes can be made from the window.



Keyboard Shortcuts

For many people the keyboard shortcuts are the easiest way to accomplish their work. This has not been forgotten in Microsoft Office 2007. They have enhanced the use of keyboard shortcuts to work quickly with greater ease of use. To use keyboard shortcuts instead of the mouse, the keyboard control of the Ribbon must be turned on. This is done by using the ALT key. The ALT key brings up a small graphic or label showing the Key Tips for the commands available on the Tab selected. In the older version of Word the Key commands were located next to the word on the menu bar.



It is important to note, if you are using a “non-Ribbon” program in Office 2007, the keyboard shortcuts work as they always have.

Save As

Under the “Office Button,” there are several options under Save As.



The first option titled **PowerPoint Presentation** will save the document with the 2007 PowerPoint extensions of pptx. There are other ways to save the presentation by clicking on the down arrow in the **Save As type** field. When saving in an older version a warning may come up that some of the new features used in the PowerPoint 2007 may not work. The warning will let you know which features will not be compatible in the older versions.

The next option **PowerPoint Show** will save the presentation so when it opens the slide show begins.

The third option **PowerPoint 97-2003 Presentation** is to save the presentation to be fully compatible with versions 97-2003.

Training

For a better understanding of Office 2007, there is in-depth training available on Office Online website under *office.microsoft.com* and search for *Up to speed with PowerPoint 2007*. It is an excellent site to get a feel for the changes in design, features and screen options in all of Office 2007.

The information provided was from the website Microsoft Office Online and trial version of Office 2007.