

Introduction to PowerPoint 2007



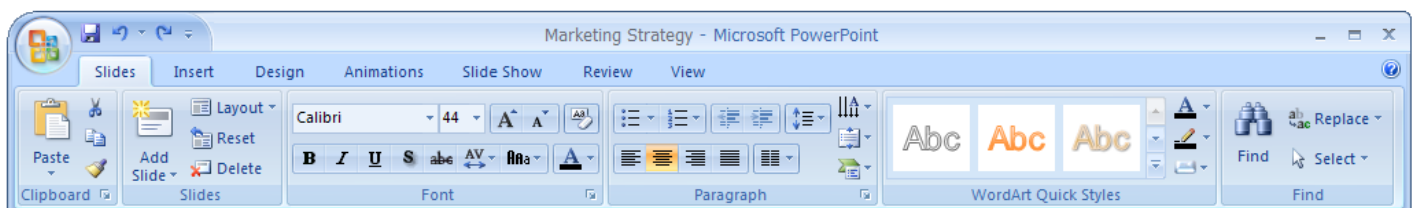
The Office Orb (and the Quick Access Toolbar)

The Office Orb contains the same style tasks that you would find in the old file menu. For example, if you wanted to create a new slideshow in PowerPoint 2007, you would click on the Office Orb, in the top left corner of the screen, and then select 'New'. If you wanted to save your slideshow in PowerPoint 2007, you would click on the Office Orb, and select 'Save'.

By clicking on the Office Orb (in PowerPoint 2007), you get access to the following functionality:

- New
- Open
- Save
- Save As
- Print
- Prepare
- Send
- Publish
- Close
- Options
- Exit

Beside the Office Orb are a number of small icons. This is called the Quick Access Toolbar, and the default (in Excel 2007) includes Save, Undo, and Redo. The Quick Access Toolbar saves you from having to look for features that you regularly use. You can add any of your favorite features to the Quick Access toolbar by right clicking on the feature, and selecting 'Add to Quick Access Toolbar'.



The Ribbon

The Ribbon is the major part of the new user interface.

The Ribbon can be broken into two parts... the Ribbon Tabs, which describe a task which you may be trying to complete, and the Ribbon itself, which includes all the buttons and options which you would need to use when trying to complete that task.


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- Home ribbon includes **Clipboard, Slides, Font, Paragraph, Drawing, and Editing** tabs
- Insert ribbon includes **Tables, Illustrations, Links, Text and Media Clips** tabs
- Design ribbon includes **Page Setup, Themes, and Background** tabs
- Animations ribbon includes **Preview, Animations, and Transition to this Slide** tabs
- Slideshow ribbon includes **Start Slideshow, Setup, and Monitors** tabs
- Review ribbon includes **Proofing, Comments and Protect** tabs
- View ribbon includes **Presentation Views, Show/Hide, Zoom, Color/Gray Scale, Window, and Macros** tabs

What's New?

You can now save your PowerPoint file as a PDF:



- Click on the Microsoft Office Button , point the arrow next to **SAVE AS** and then click **PDF**
- In the **File name** list, type a name for the document
- In the **Save as type** list, click **PDF**
- Click **Publish**

Saving Documents

PowerPoint 2007 saves files in the **.pptx** format, which is different from the **.ppt** format used in PowerPoint 97-2003. This can cause difficulties when it comes time to share your documents electronically. You can save your documents in a format that is compatible with earlier versions of PowerPoint. That way, you won't have any problems sharing documents.

- Click the Office button
- Click Excel Options
- Open the Save options
- Beside Save files in this format, select **PowerPoint 97-2003**
- Click OK

Mini Toolbar

In PowerPoint 2007, when you select text, a small floating toolbar appears right next to the text itself. You can easily click on tools such as Bold, Italic, or Font Size without having to move your mouse up to the Ribbon and back to the text again. The Mini toolbar is somewhat translucent when you first select text; you have to move

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your mouse over to it to get a solid image of the tool buttons on it. If you move the mouse away from the toolbar, you have to reselect the text to make it appear again.

SmartArt Graphics

PowerPoint 2007 contains a souped up diagramming tool that allows you to quickly create all kinds of diagrams and workflow charts. When you select and insert a SmartArt diagram, you can then use a simple outline pane to enter the text that populates the various boxes and shapes of the diagram. You can insert or delete elements easily. SmartArt graphics also interact with the shapes built into PowerPoint 2007, so after you insert a diagram, you can change various elements of it by altering their shapes, adding shapes, modifying their colors, and more.

<p>***Use the Right Click Option and you will see menu options that resemble PowerPoint 2003!!</p>

Resources

- Microsoft Online Tutorials - <http://office.microsoft.com/en-us/training/CR100654571033.aspx>
- PaperClip (a great blog on Office 2007) - <http://thenewpaperclip.com/2007>
- Location of PowerPoint 2003 Commands in PowerPoint 2007 - <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>
- PowerPoint 2007 Information Center - <http://msdn2.microsoft.com/en-us/office/aa905467.aspx>
- UWisconsin Eau-Claire Tutorials - <http://www.uwec.edu/help/ppoint07.htm>