

# Microsoft PowerPoint 2007 Quick Resource Guide

## Overview

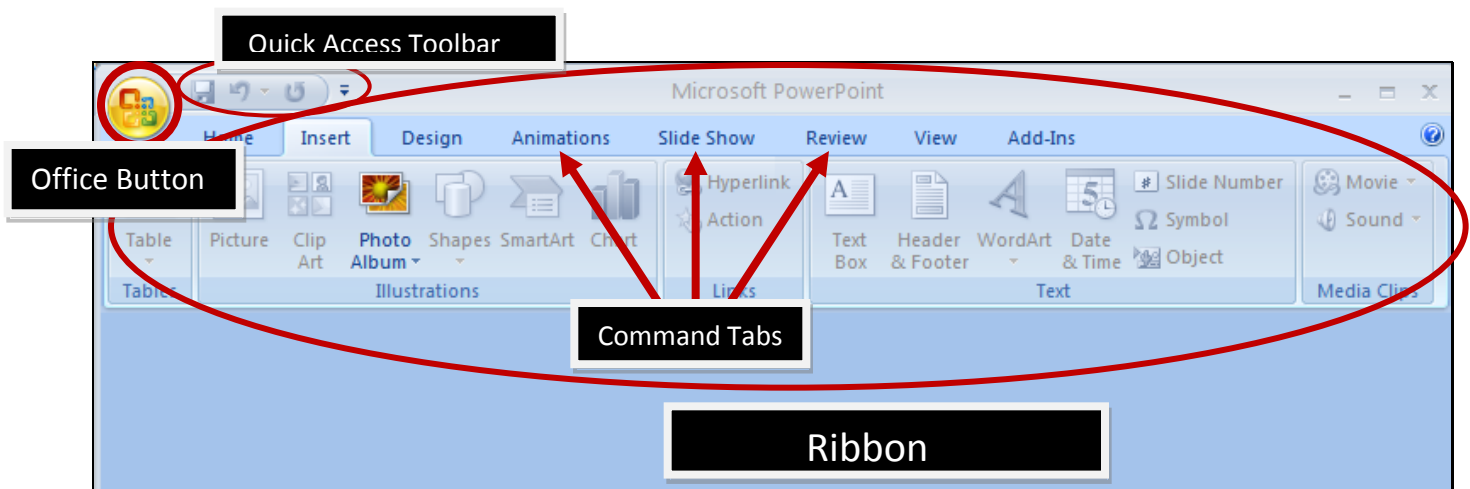
This guide will give you a brief glimpse at some of the new looks and features of PowerPoint 2007. At the end of the guide, you will find a list of additional resources which will help you explore PowerPoint 2007 in depth.

## Vocabulary

**The Ribbon and Command Tabs** -The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed.

**Office Button** – The Office Button has replaced the “File” menu of Office 2003. When you click on the Office Button, you will find New, Open, Save, Save As, Print, Close, and a few new options as well.

**Quick Access Toolbar** -The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar, and you can move the Quick Access Toolbar from one of the two possible locations.



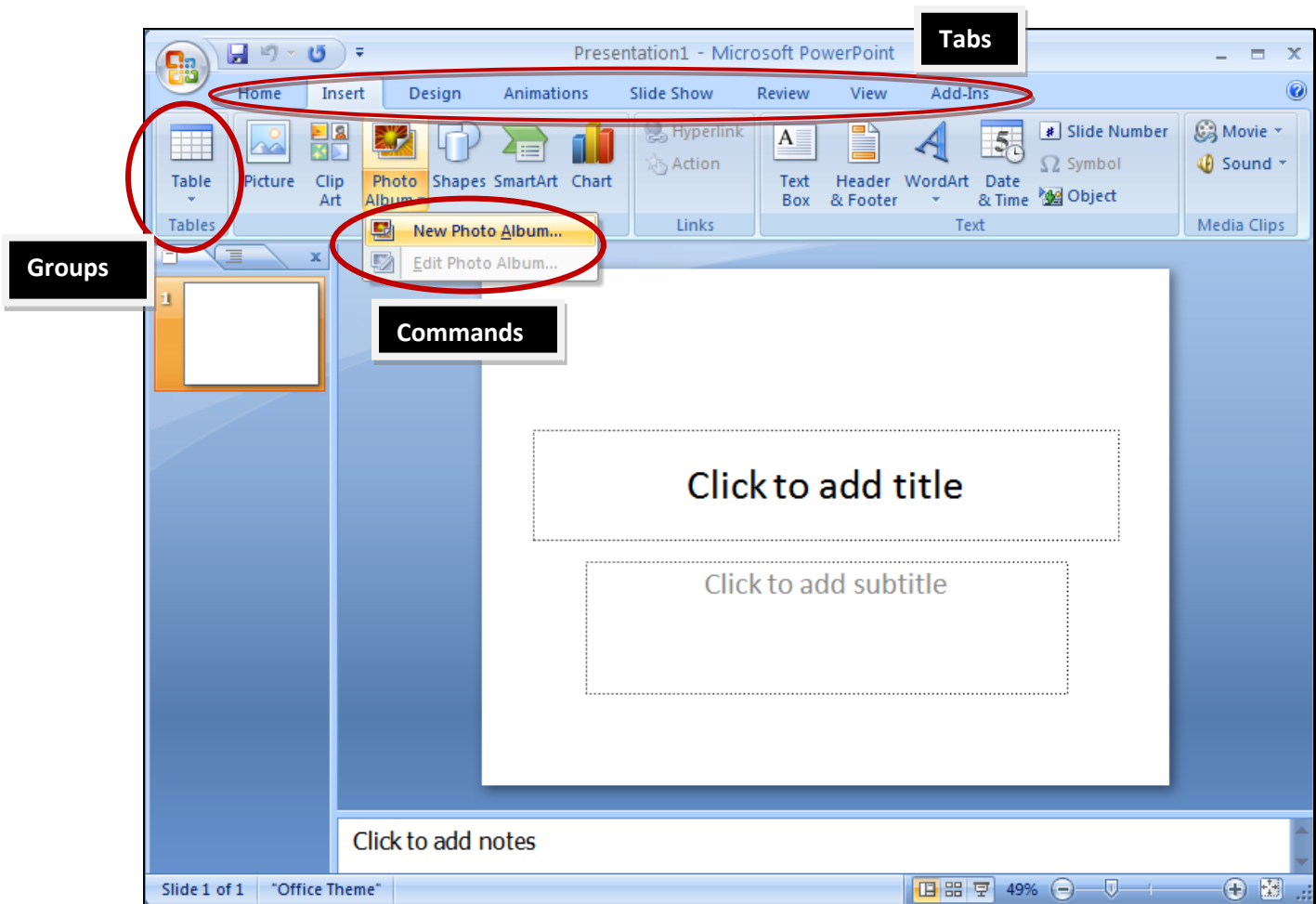
# How to Use the Ribbon

The Ribbon consists of three basic components:

**Tabs** – Tabs are related to a specific task you do in a document. For example, the Home tab includes many of the most common tasks like Copy, Paste, Bold, and Bullets etc.

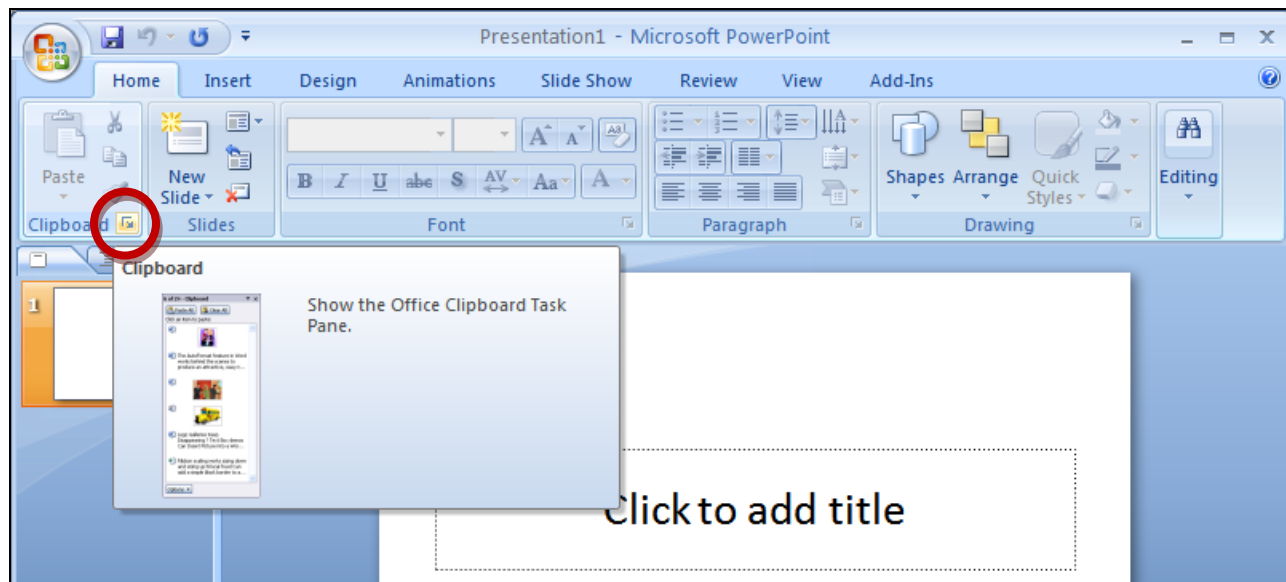
**Groups** – Each tab has several groups. In the image above, note that Tables, Text, and Media Clips are all located on the Insert tab.

**Commands** – In the Groups, there are commands. Most commands are a button, box to enter information, or a menu.



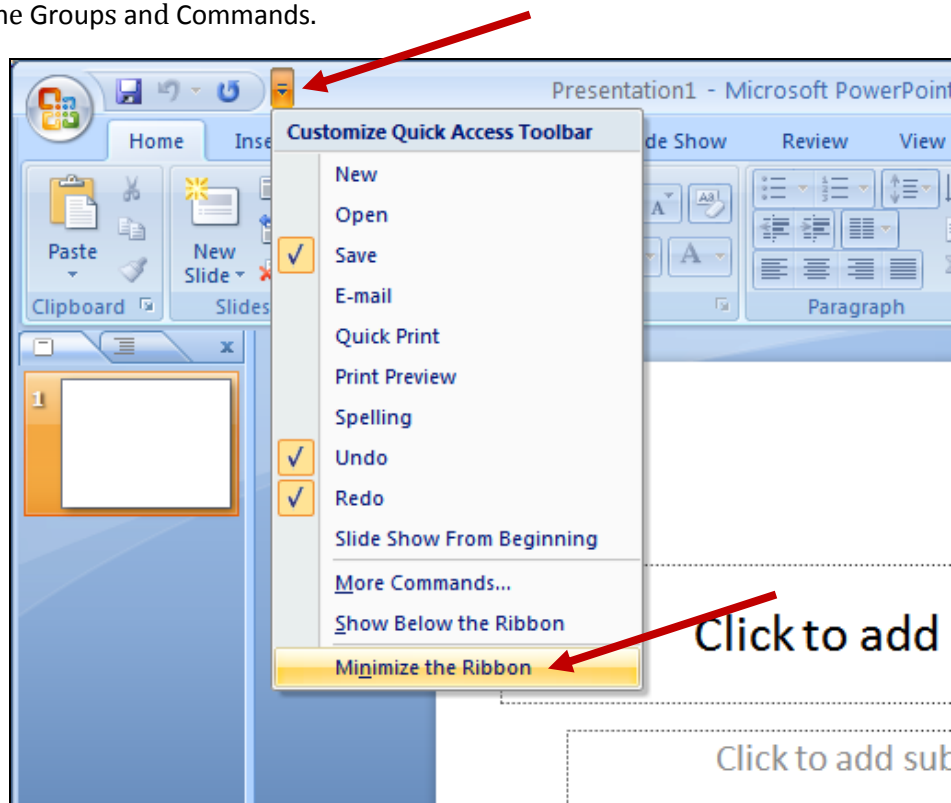
## Finding More Options

Many of the groups will have additional commands. To see more commands, click on the arrow of a group.



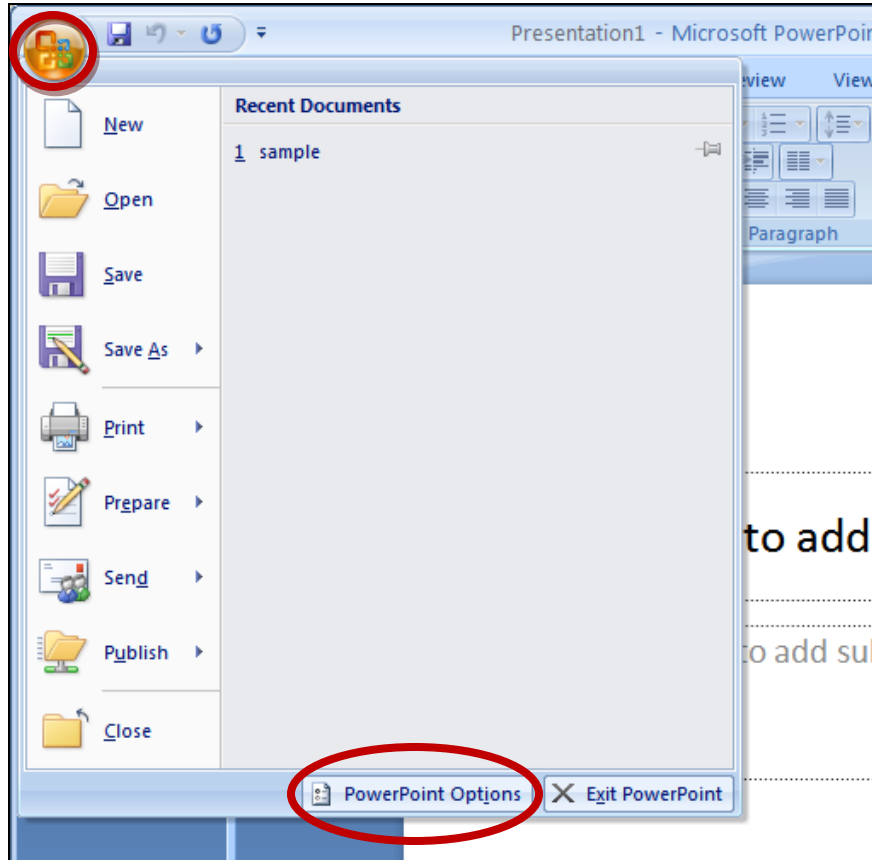
## Minimizing the Ribbon

If you prefer access to more work space, you can minimize the Ribbon so only the Tab headings appear. To do this, click the down arrow on the Quick Access Toolbar and click Minimize Ribbon. With the Ribbon minimized, you need to click on the Tab headings to see the Groups and Commands.



## How to Use the Office Button

The Office Button contains many of the tasks that used to be under the File menu in Office 2003. In addition to these common tasks, you'll also find PowerPoint Options (formerly under Tools) and a list of recently opened documents.



## Saving Files

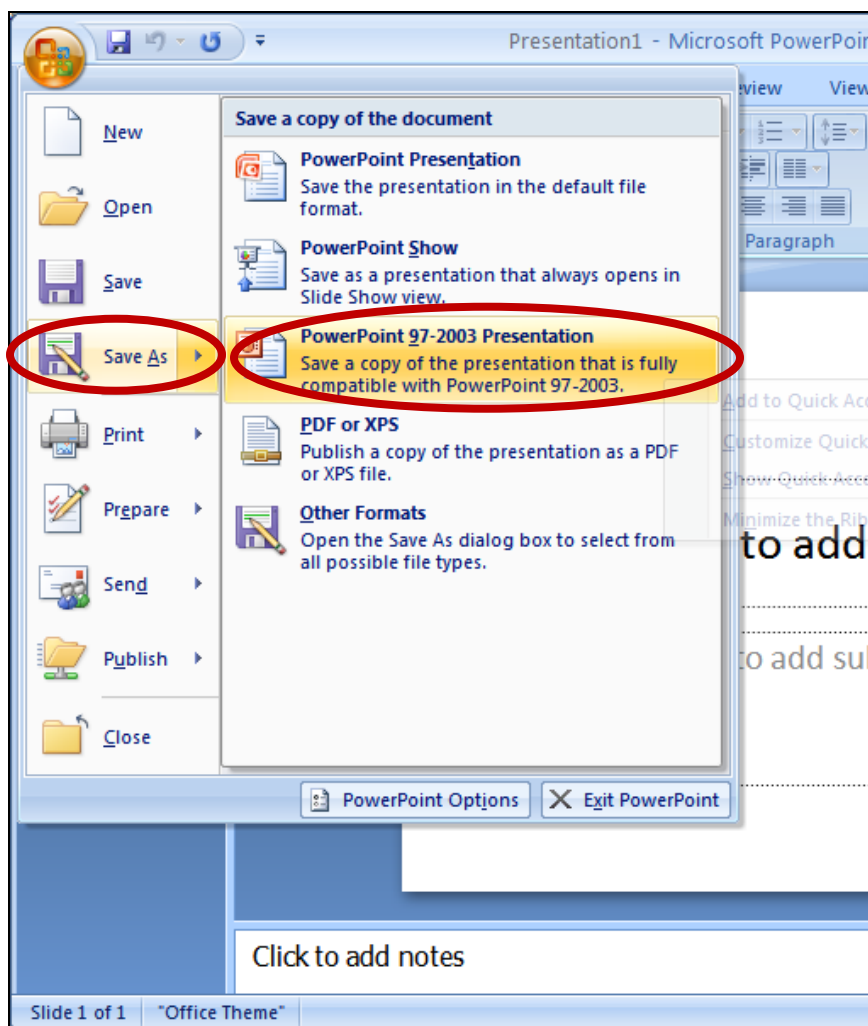
Saving files in Office 2007 is done through the Office Button by using one of the methods below.

**Please note: When saving a document, it is strongly encouraged that the document be saved as an Office 97-2003 document. Doing so will ensure that even users who have not upgraded will be able to open the document.**

Click on the Office Button and click Save As or click on Word 97-2003 Document under the Save As menu.

Alternatively, click Ctrl + S on your keyboard.

- ❖ Now you can save your documents in Portable Document Format, PDF, by installing an add-in (Keene State College has done this for you).



## How to Use the Quick Access Toolbar

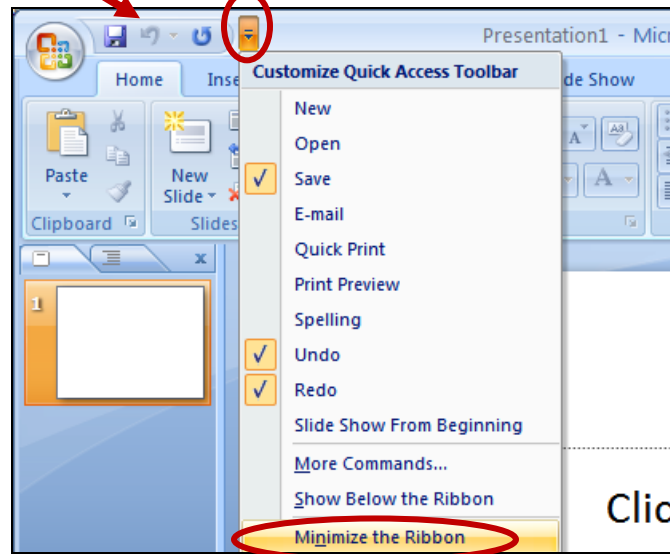
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### To Change the Location

The Quick Access Toolbar can be located in two places – above or below the Ribbon. To change the location of the Quick Access Toolbar, click on the down arrow (as shown in the above image) and choose Show Below the Ribbon.

### To Customize

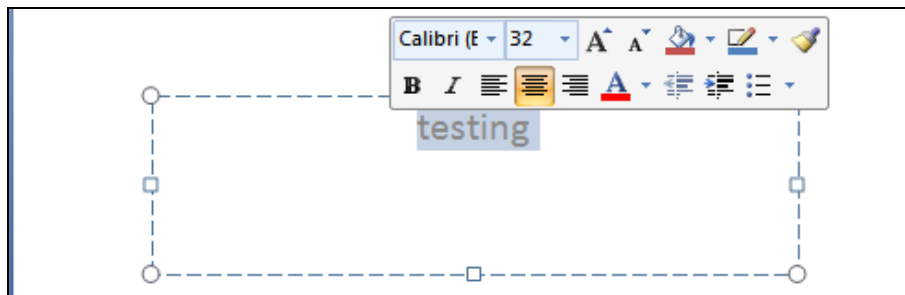
The Quick Access Toolbar can be customized to include many of the most commonly used commands. To customize the Quick Access Toolbar, click on the down arrow, and check off additional commands. Once checked, the command icons will appear on the Quick Access Toolbar.



## How to Use Live Preview

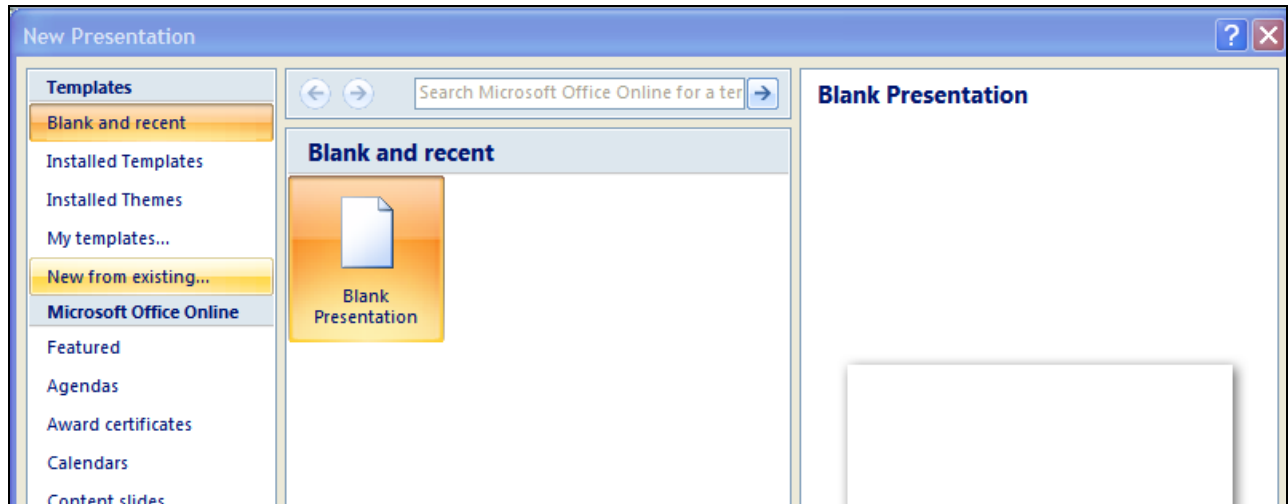
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To use Live Preview, highlight the text you would like to format, and put your mouse over the command you would like to preview. Left click on the command to accept the change.

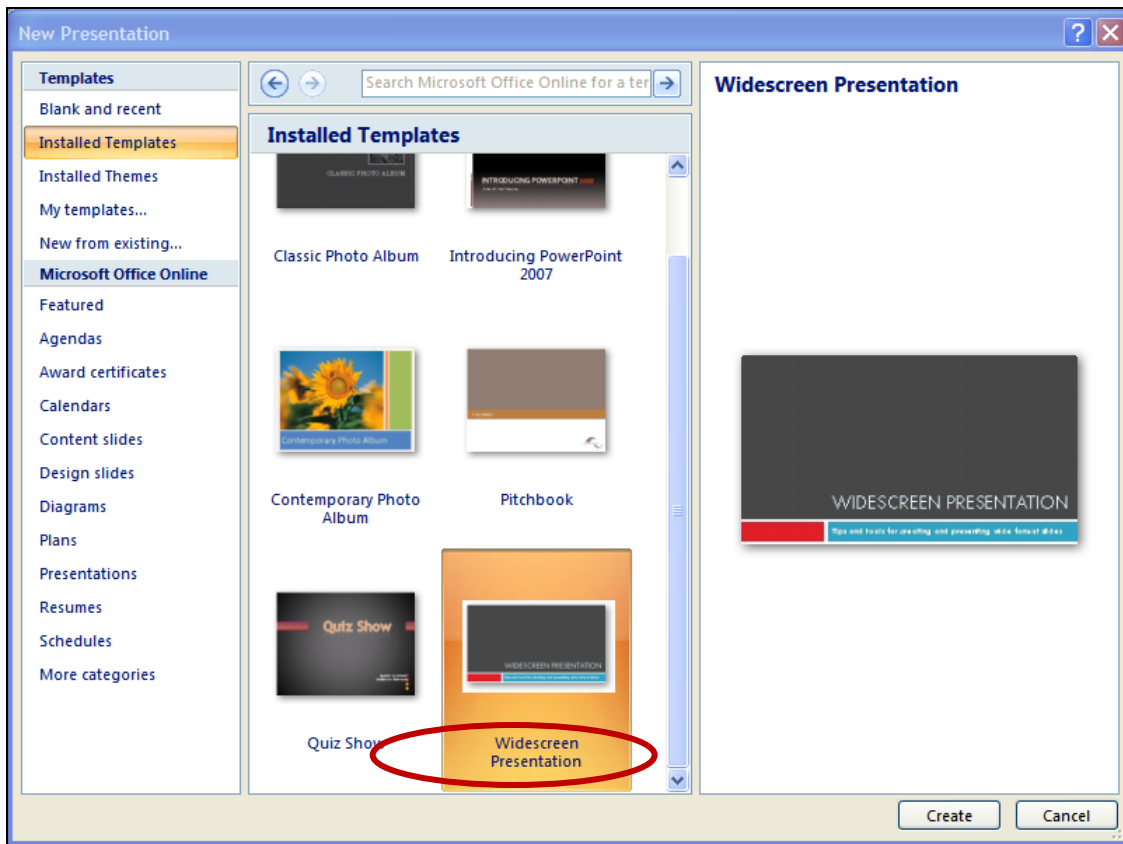


# New Features: How to Make a New Presentation from an Existing one

Select New Document from the Office Button. Highlight the **New from existing...** option under Templates and select the existing PowerPoint file to copy the design and layout to the new presentation.

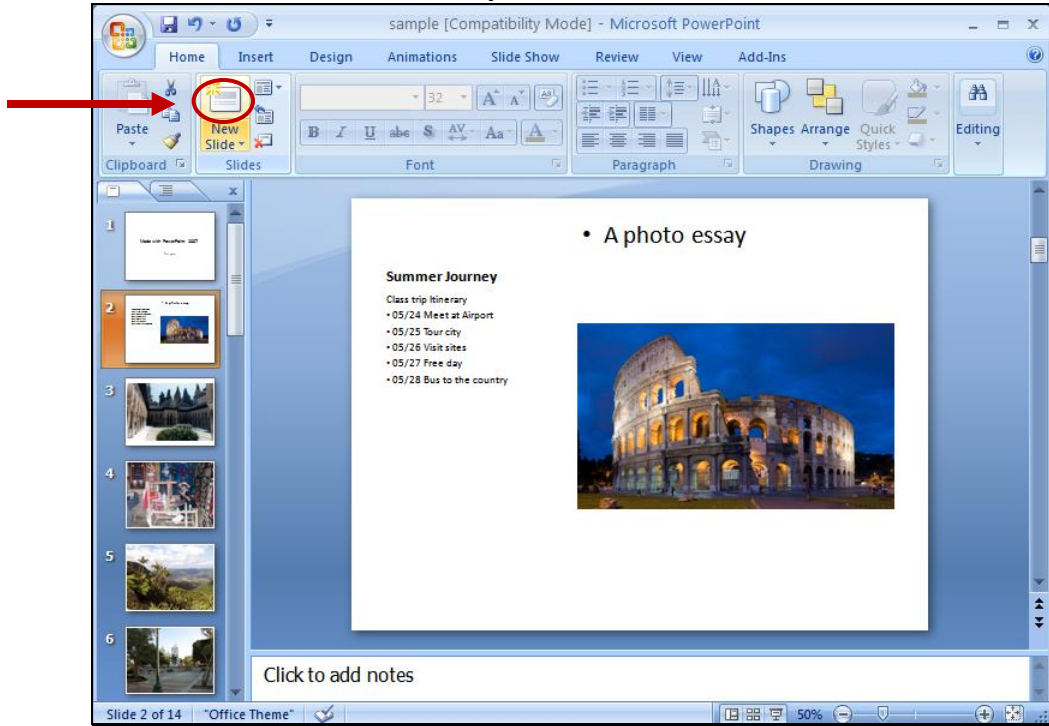


Also new to PowerPoint 2007 is a template for creating **Widescreen Presentations**. Click on the Installed Templates and select the slide for Widescreen Presentation.

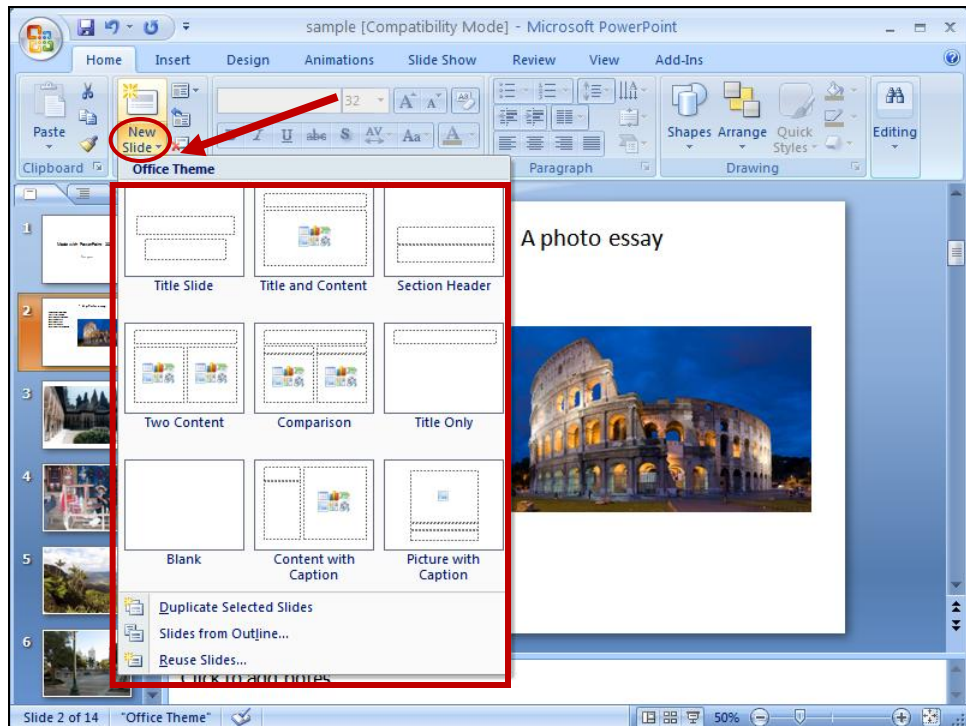


## Adding a New Slide options

Under the **Home** tab and new to PowerPoint 2007 is a **New Slide** button with 2 options. Select a slide, click on the **top** of the New Slide button and a blank slide with the same layout is inserted.



Select a slide, click on the **bottom** of the New Slide button for a choice of **Office Theme** layout options.



## Compare PowerPoint 2003 to PowerPoint 2007

Task	Word 2003	Word 2007
Create a new blank document:	<ol style="list-style-type: none"> <li>1. Click File from the toolbar.</li> <li>2. Select New from the resulting window</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the MS Office Button and select New</li> <li>2. Select New from the resulting menu and click the Create button</li> </ol>
Open an existing document:	<ol style="list-style-type: none"> <li>1. Select File from the Menu Bar</li> <li>2. Select Open from the resulting menu</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the MS Office Button and select Open.</li> <li>2. Navigate to existing document and click the Open button</li> </ol>
Format font:	<ol style="list-style-type: none"> <li>1. Select the appropriate formatting option from the Formatting toolbar</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the Home tab.</li> <li>2. Select the appropriate formatting option from the Font group</li> </ol>
Insert a bulleted or numbered list	<ol style="list-style-type: none"> <li>1. Select the Bullets or Numbering buttons from the Formatting toolbar</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the Home tab and select one of the following options from the Paragraph group: Click the arrow on the Bullets button to select your bulleted list style, or click the arrow on the Numbering button to select your number list</li> </ol>
Saving a PowerPoint document	<ol style="list-style-type: none"> <li>1. Select File from the Menu Bar</li> <li>2. Select Save from the Menu</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the MS Office Button and select Save.</li> </ol> <p>➤ For additional file Saving options, click on <b>Save As</b></p>
Adding a New Slide	<ol style="list-style-type: none"> <li>1. Select Insert from Menu Bar</li> <li>2. Select New Slide option</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the Home tab.</li> <li>2. Click Top of New Slide button to create a slide with the same layout or click Bottom of New Slide button to choose layout options.</li> </ol>
Converting Word outline documents into PowerPoint Presentations	<ol style="list-style-type: none"> <li>1. Select Import from the Menu Bar</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the MS Office Button and select Open</li> <li>2. Select <b>All Outlines</b> option from the file format dropdown</li> </ol>

## Where to Get More Help

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This guide has given you a brief glimpse at some of the new features in Office 2007. There is plenty of information available to help you explore Office 2007 in more depth. Here are some available options for more help.

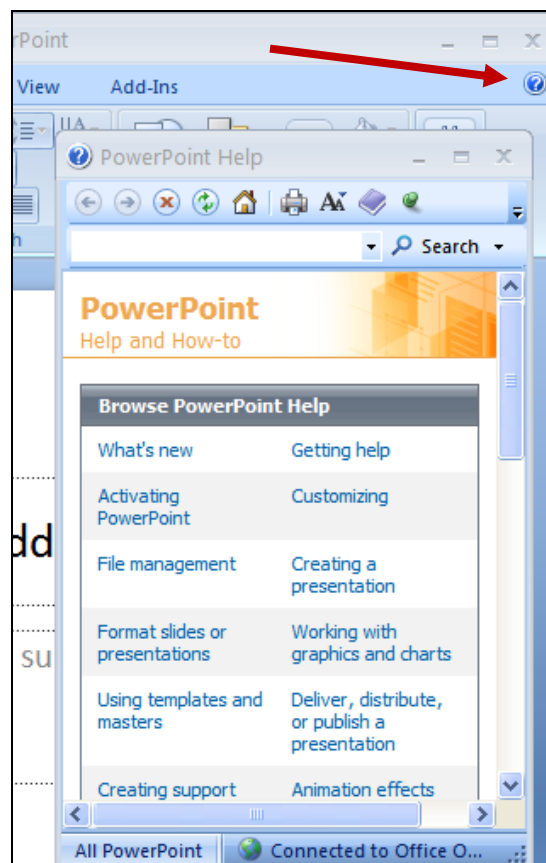
### ➤ The KSC IT Web Page

We're constantly trying to provide you with access to information to help you with new technologies on campus. Please visit our website – we'll be updating it regularly to reflect your needs as we transition to Office 2007.

<http://www.keene.edu/it/helpdesk/office2007.cfm>

### ➤ The Help Menu

The Help menu is located in the upper right hand corner of the program window. If you're having trouble finding a command, just type it into the Help menu's search feature.



### ➤ Microsoft's Website

Here, you'll find plenty of training, demos, add-ins, and how-to's to help you use Office 2007 to fullest.

<http://office.microsoft.com/en-us/default.aspx>