

Introduction

This quick source guide will serve as both an introduction to Microsoft PowerPoint 2007, as well as show you tips to assist your transition from PowerPoint 2003 to PowerPoint 2007.


What's New

PowerPoint 2007 presents a new user-interface which is quite different than previous versions of PowerPoint. This section will provide you with some basic information about the new look and features available in PowerPoint 2007 in order to help you get started.

The PowerPoint Window



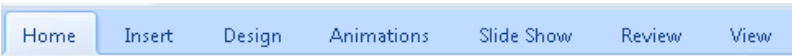
Ribbon

- **The Ribbon** - Upon launching PowerPoint 2007 for the first time the most noticeable change is likely Microsoft's replacement of the traditional toolbars and menus with the Ribbon. The Ribbon presents you with a panel of commands which are organized into a set of tabs (known as the Tab Bar). Each task-oriented tab presents groupings of tasks and their associated subtasks. (Note: you can minimize the ribbon to display more of the slide pane. Right-click the ribbon and select **Minimize the Ribbon** from the shortcut menu.)
- **The Microsoft Office Button** -  The Microsoft Office Button has replaced the File menu in earlier versions of PowerPoint. By clicking on this button, you are presented with the commands previously found in the File menu of PowerPoint 2003, including New, Open, Save, Save As, Print and Close. In addition, some of these commands include an expandable menu to provide additional options.
- **Quick Access Toolbar** - The Quick Access Toolbar is a customizable toolbar which contains shortcuts for commonly used tools. You have the ability to add and remove the toolbar buttons based on your personal preferences.



Quick Access Toolbar

- **Tab Bar** - The Tab Bar contains tabs that display tools and commands in the ribbon.
- **Slides and Outline Tabs** - The Slides and Outline tabs display slide thumbnails or slide outlines

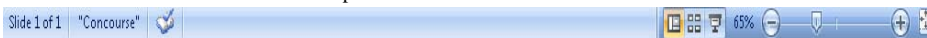


Tab Bar



Slides and Outline Tabs

- **Slide Pane** - The Slide pane displays the selected slide
- **Notes Pane** - The Notes pane displays notes for the selected slide.
- **Status Bar** - The Status bar contains presentation information and view shortcuts



Status Bar

Customizing the Quick Access Toolbar

1. Click the Customize Quick Access Toolbar button to the right of the toolbar
2. Select **More Commands** from the resulting menu.
3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want to add and click the **Add** button.
5. Optional: To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

Getting Started

Opening a Presentation:

In order to access PowerPoint 2007, you will need to do one of the following:

- Double-click the shortcut on your Novell Application Launcher, or
 1. Click the Microsoft Office button.
 2. Select Open from the resulting menu.
 3. Locate and select the presentation you want to open
 4. Click the Open button

Creating a New Blank Presentation

In order to create a new blank presentation in PowerPoint 2007, follow the steps below:

1. Click the Microsoft Office Button.
2. From the resulting menu, select New.
3. Click the Create button.

Creating a New Presentation for a Template:

1. Click the Microsoft Office Button.
2. From the resulting menu, select new.
3. Do one of the following:
 - A. To create a new presentation from an installed design template, click the Installed Templates shortcut in the Templates pane, select a template, and click the Create button.
 - B. To create a new presentation from a template you have created, click the My templates shortcut in the Templates pane, select a template, and click the OK button.

Creating a Presentation from an Existing Presentation

1. Click the Microsoft Office button.
2. Select New from the resulting menu.
3. Click the New from existing shortcut in the Templates pane.
4. Locate and select the presentation you want to base the new presentation on.
5. Click the Create New button.

Saving a Presentation: keyboard short cut: Ctrl + S

1. Click the Microsoft Office button.
2. Select Save from the resulting menu.
3. Enter a name for the file in the File name box
4. Select a location to save the file, click the Save button.

Saving a Presentation as a Slide Show

You can save a presentation so that it opens as a slide show.

1. Click the Microsoft Office button.
2. Click the arrow next to Save As.
3. Select PowerPoint show from the resulting menu.
4. Select a location to save the file. (Optional: Make changes to the file name). Click the save button.

Compare PowerPoint 2003 to PowerPoint 2007

Task	PowerPoint 2003	PowerPoint 2007
To Save or Save As	1. On the File menu, click Save or Save As.	1. From the Quick Access Toolbar, click Save 2. Click the Microsoft Office Button, choose Save As, or save as Other Formats.
To End a Show	1. Right Click and end show.	1. Click the Microsoft Office Button and then click Slide Show Context Menu End Show 2. Click Escape.
Find tool bars for standard or formatting	1. Click on View, then select Toolbars.	1. These commands are available in the Home Tab and/or the Office Button Menu.
Insert Picture from Clipart or file	1. Click Insert, then select picture from clipart or file	1. Click Insert, select Illustrations, select Clip Art or from file.
Online Broadcasting of presentation	1. Select Online broadcast	1. Removed from product
Finding PowerPoint Help	1. Select the Help button	1. Select help from the Upper Ribbon
Check Spelling	1. Click Tools, select spelling	1. Click Review tab, select proofing, select spelling.

