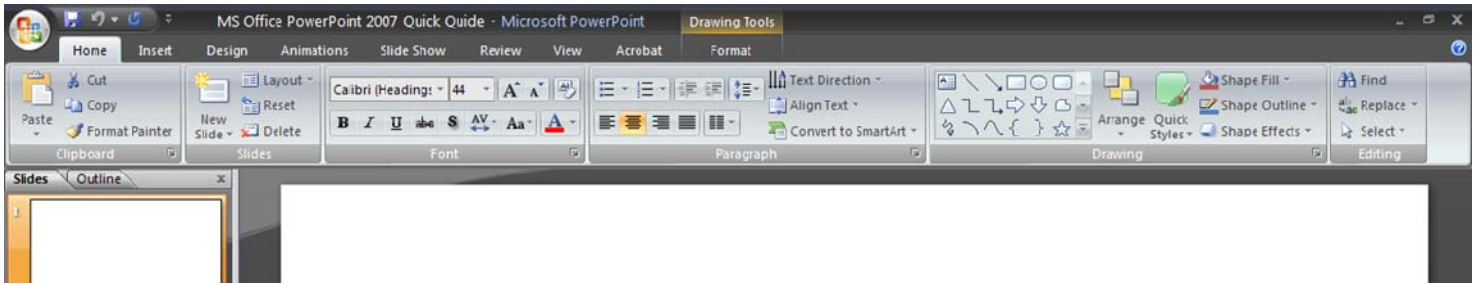


MS Office PowerPoint 2007 Quick Guide

Quick Access Toolbar: Frequently used commands can be added here for easier access.



Ribbon: All the features are organized in various Tabs in this ribbon area.

Office Button:

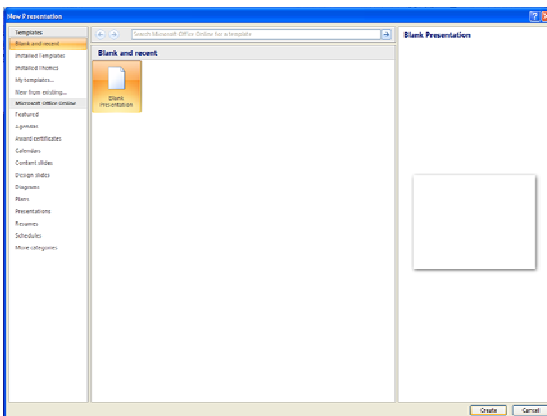


The **Office Button** substitutes the **File** menu from the 2003 version. Here you can create a new presentation, save a presentation on different formats, print slides or handouts, and also change the various **PowerPoint** options.

Opening an Existing File:

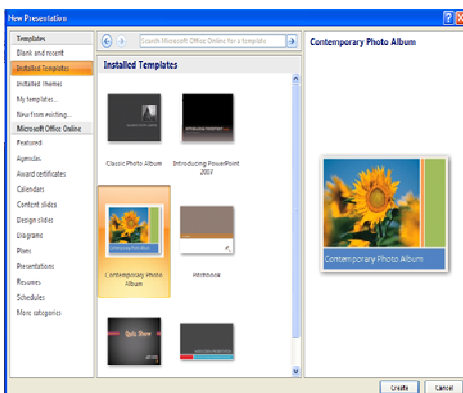
- Click on the **Office Logo**
- Click on **Open**
- Browse to select an existing **PowerPoint** file
- Click on **Open**

Creating a New Presentation:



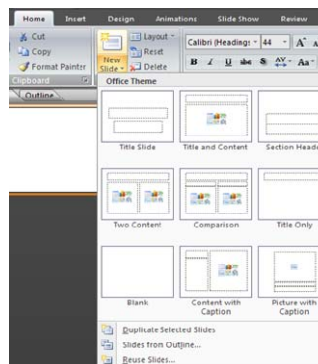
- Click on the **Office Logo**
- Click on **New**
- Click on **Blank Presentation**
- Click on **Create**

Creating a Presentation From a Template:



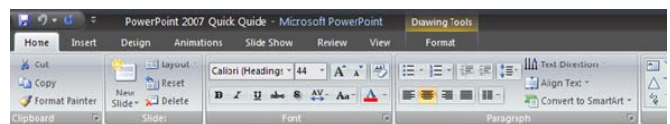
- Click on the **Office logo**
- Click on **New**
- Click on **Installed Templates**
- Select the desired template from the list and click **Create**.

Adding a New Slide:



- Click on the **Home** tab
- Click on **New Slide** and choose the desired layout
- If you want to use an existing layout, click on **Reuse Slides...** and browse to select the **PowerPoint** file that contains your layout

Formatting Text:

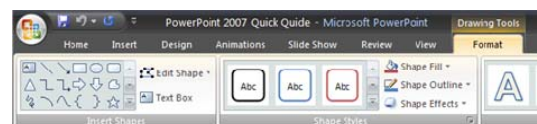


- Highlight the text that you wish to **Format**
- Click on the **Home** tab. Select the desired **Options** from the **Font** and **Paragraph** groups to **Format** your text



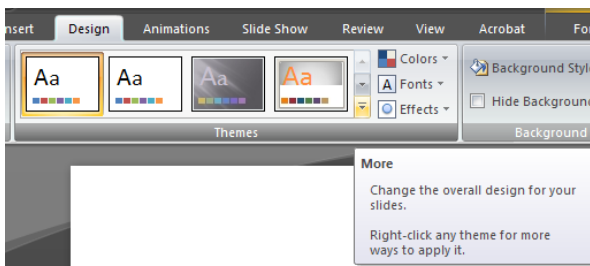
- To add **Styles** and **Text Effects** to your text, highlight the text first and click on the **Format** tab under **Drawing Tools**. Select the desired **Style** under **WordArt Styles** group. To change the color of the **Text** click on **Text Fill**
- To view more **Styles** click on the **More Dialogue Box Launcher** (Bottom Right Corner)
- To add **Effects** to the text click on **Text Effects**

Formatting Objects:



- Select the object that you want to edit and click on the **Format** tab. Select the desired **Style** under the **Shape Style** group. To change the **Color** of the **Shape** click on **Shape Fill**. To add an **Effect** to the **Shape** click on **Shape Effects**
- To view more **Styles** click on the **More Dialogue Box Launcher** (Bottoms Right Corner)

Adding a Slide Design:

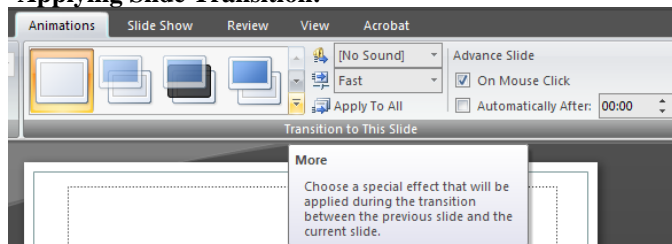


- Click on the **Design** Tab.
- Under the **Themes** group, select the desired **Design**
- To view more **Themes**, click on the **More Dialogue Box Launcher** (Bottom Right Corner)

Customizing Slide Design:

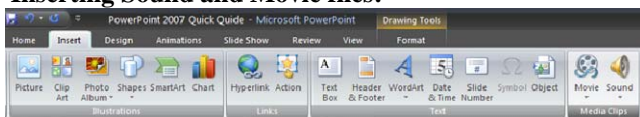
- Select the slide that you want to **Customize**
- Under **Themes** group, click on **Colors** to change the **Color Theme** of the slide.
- Under **Themes** group, click on **Fonts** to change the **Font Style** of the slide
- To change the **Design** of an existing slide, simply click on a **New Design** and it will be applied to the slide

Applying Slide Transition:



- Select the slide and click on the **Animations** tab
- Under the **Transition to this Slide** group, click on the desired **Transition**
- To view more **Transition Effects**, click on the **More Dialogue Box Launcher** (Bottom Right Corner)
- The **Transition to This Slide** group also has options to change the speed and the **Timing** of the **Effects**

Inserting Sound and Movie files:



- Click on the **Insert** tab
- Under the **Media Clips** group, click on **Move** or **Sound** icon
- Select the desired **Option** to insert the **Media** file on the slide

To print this document: This document is available to download and print from: <http://transition.gmu.edu/quickguides.html>

Running a Slide Show:



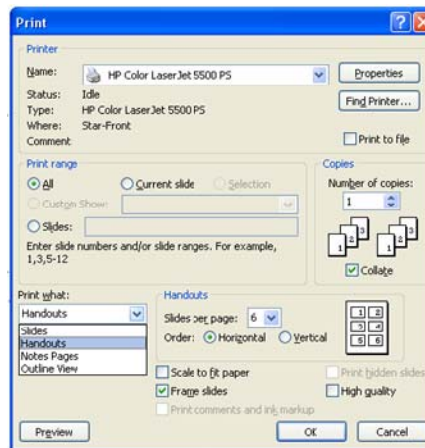
- To run a **Slide Show**, click on **Slide Show** tab and under the **Start Slide Show** group, select **From Beginning**

Navigating a Slide Show:



- When running a slide show, you can use the navigation icons location in the bottom left hand corner of the screen to move from one slide to another
- These icons are visible when you move the mouse to the lower left hand corner

Printing Slides or Handouts:

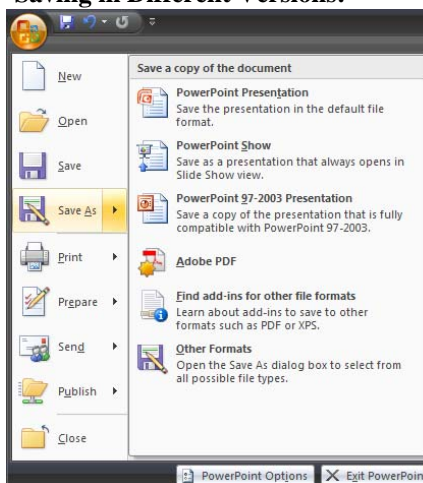


- Click on the **Office Logo**
- Click on **Print**
- Click on **Slides**
- To print **Handouts**, in the print window, under **Print what:**, click on the dropdown menu and select **Handouts**. On the right side, under **Handouts**, select the dropdown list for **Slides per page:** and choose the number of

slide you need per page.

- Click on **Preview** button in the print window to preview your **Handouts**

Saving in Different Versions:



- Click on the **Office Logo**
- Click on the **Arrow** beside **Save As**
- Select the **Version** in which you want to save the file