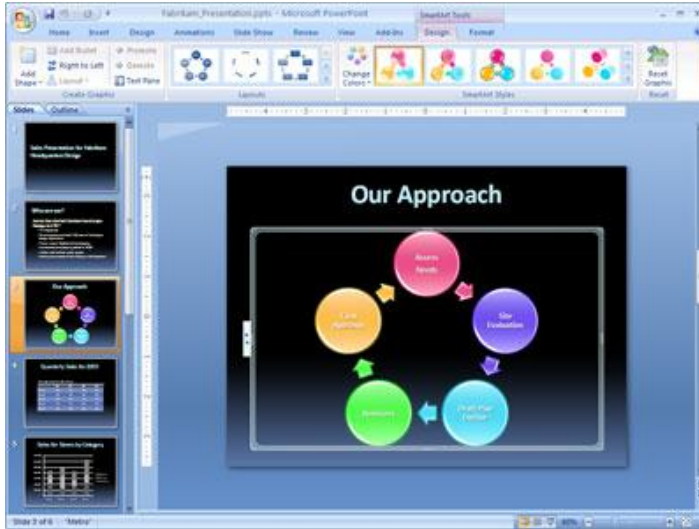


PowerPoint 2007

Introducing PowerPoint 2007

PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. With the Office 2007 interface, users can enjoy new graphics and formatting capabilities, create powerful, dynamic SmartArt diagrams, ensure content is up-to-date using Slide Libraries, define and save custom layouts, apply a consistent look in one click using Document Themes, modify shapes, text and graphics with new tools and effects plus much more.



Creating a New Blank Presentation

1. Click the **MS Office** button.
2. Select **New** from the menu.
3. Click the **Create** button.



Creating a New Presentation from a Template

1. Click the **MS Office** button.
2. Select **New** from the menu.

Do one of the following:

Create a new presentation from a recently used template, an installed template or select a template from **My Templates**.

Finding the Basics in PowerPoint 2007 Using the Ribbon

Home	Insert	Design	Animations	Slide Show	Review	View
Clipboard	Tables	Page Setup	Preview	Play	Proofing	Presentation view
Slides	Illustrations	Themes	Animations	Setup	Comments	Show/Hide
Font	Links	Background	Transitions	Monitors	Protect	Zoom
Paragraph	Text					Color/
Drawing	Media Clips					Grayscale
Editing						Windows
						Macros

By default, the ribbon is divided into seven tabs. Each tab is organized into groups of related commands. The graphic on the left lists the various groups under each tab.

Creating a New Slide

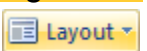
1. Click the **Home** tab.
2. In the **Slides** group, click the **New Slide** button to view the various choice of slide layouts.

To create a new slide with the same layout as an existing slide, click below the existing slide, from the slide icons presented to the left of the screen, and press the **Enter** key.



Changing the Layout of an Existing Slide

1. Select the slide to be changed from the slide icons.
2. Click the **Home** tab.
3. Click the **Layout** button in the **Slides** group and select from the various layouts.



Themes

Themes are design elements that apply unified formatting to a presentation.



Applying a Theme

1. Click the **Design** tab.
2. Select a theme in the **Themes** group. If the theme you want is not displayed use the **More** button to select from a gallery.

Applying a Color, Font and Effects Scheme

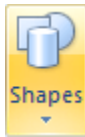
1. Click the **Design** tab.
2. In the **Themes** group, do any of the following:
 - ❖ **Color scheme** - click the **Colors** button and select a color scheme from the menu.
 - ❖ **Font scheme** - click the **Fonts** button and select a font scheme from the menu.
 - ❖ **Effects scheme** - click the **Effect** button and select an effects scheme from the menu.

Quick Guide

PowerPoint 2007

Inserting a Shape

1. Click the **Home** tab.
2. Click the **Shapes** button in the **Drawing** group.
3. Select a shape and click and drag on the slide to create the shape.



Applying a Quick Style to an Object

Office 2007 allows styles to be applied to shapes, text boxes and illustrations.

1. Select the object to apply the style.
2. Click the **Home** tab.
3. Click the **Quick Styles** button in the **Drawing** group.
4. Select a style from the gallery.



Inserting an Illustration

1. Select the slide to have the illustration and click the **Insert** tab.
2. In the **Illustrations** group, do one of the following:
 - ❖ **Insert a picture** - click the **Pictures** button, locate the picture and click the **Insert** button.
 - ❖ **Insert SmartArt graphic** - click the **SmartArt** button, select a category in the left pane and the graphic to be inserted. Click **OK**.
 - ❖ **Insert a chart** - click the **Chart** button, select a category in the left pane and the chart to be inserted. Click **OK**. Enter the chart data and click **Close**.

Animation and Transitioning



1. Select the slides in the **Slides** tab to apply a transition effect.
2. Click the **Animations** tab.
3. Select a transition in the **Transition to This Slide** box.

Creating a Custom Animation

1. Select the object to animate.
2. Click the **Animations** tab.
3. Click the **Custom Animation** button in the **Animations** group.
4. Click the **Add Effect** button in the Custom Animation task pane and select the Entrance, Emphasis or Exit effect.
5. Click **Close**.

Inserting a Movie or Sound File

1. Click the **Insert** tab.
2. In the **Media Clips** group and select insert a movie or sound file.
3. Locate the file to be inserted.
4. When prompted, choose to play the file automatically or when clicked.
6. To change options for a movie or sound file, select the icon on the slide and edit the options available on the Ribbon.



Saving Handouts in a Word Document

1. Click the **MS Office** button.
2. Select **Publish** from the menu.
3. Select **Create Handouts in MS Office Word** from the menu.
4. Select a radio button with the desired page layout.
5. Select **Paste** if the content is going to remain static or unchanged. Select **Paste Link** to ensure any updates that are made are reflected in the Word document and click **OK**.

Presentation Compression

Office 2007 XML formats use compression technologies so files tend to take up much less disk space. Given PowerPoint uses enhanced multimedia features including video, pictures, animations and transitions, the XML format is especially noticeable when saving a presentation using Office 2007.

Getting Help in PowerPoint 2007

Commands on this tab give you easy access to free content on Office Online that helps you learn PowerPoint 2007 quickly.

Home	Insert	Design	Animations	Slide Show	Review	View	Add-Ins	Get Started
Interactive Guide	Up to Speed with PowerPoint 2007	PowerPoint 2007 Overview	Get up to Speed with PowerPoint 2007	Discuss PowerPoint 2007	Training	Video Demos	PowerPoint 2007	
Find a Command	Get Online Training	Watch Video Demos		Ask the Community	View Home Pages			

For more information on Office 2007, go to the ITS Support Site at <https://www.ithaca.edu/computing/support>. For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or 4-3282.

References: Microsoft Office Online at <http://office.microsoft.com/en-us/default.aspx>, The Resource Network, QUICK Source Guides.