

Microsoft PowerPoint 2007 Update



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Agenda



- **Introductions**
- **Look and Feel**
- **Ribbon**
- **Oldies, but Goodies**
- **New Features**
- **Questions and Closing**

Disclaimer

This training is not to teach you **HOW** to use PowerPoint, but rather show you the **NEW** PowerPoint.

Introductions

WHO ARE WE AND WHY ARE WE HERE?

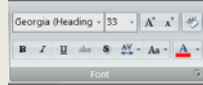
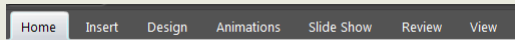
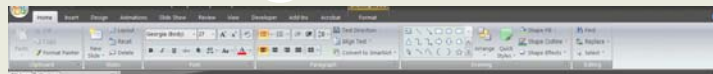
Biggest Change

- Biggest change from Microsoft ever
- Commands are the same
- Look is different
- Where do I find things?



Look and Feel

- Ribbon
- Tabs
- Groups
- Commands
- Office Button
- Quick Access Toolbar



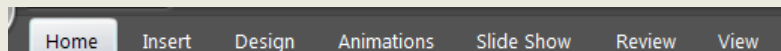
Ribbon



- Minimize/Maximize the Ribbon
- Key Tips (Short Cuts)
- Preview Formatting Changes



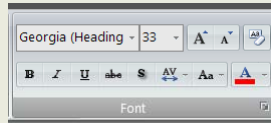
Tabs



- Commands are grouped together
 - Task
 - Area
- Commands are at the surface for easy access



Groups

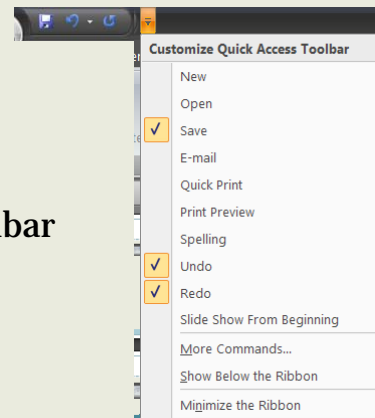


- Command & Tabs
- Dialog Box Launcher
- Screen Tips



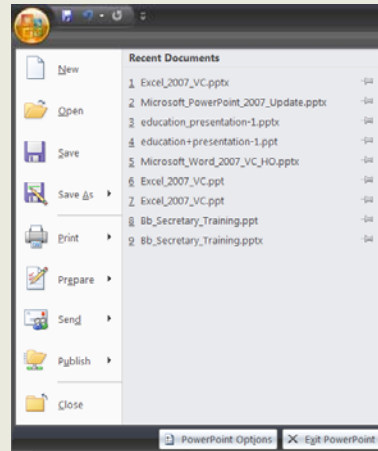
Quick Access Toolbar

- Default
 - Save
 - Undo
 - Redo
- Customize Quick Access Toolbar



Office Button

- Office 2007 “FILE” Menu
- Recent Documents
- Prepare
 - Permissions
 - Digital Signatures
 - Compatibility Checker
- Publish
 - Creating HO in Word



Home Tab



This screenshot shows the Microsoft Office ribbon interface. The 'Home' tab is selected, and the 'Clipboard' group is expanded. On the left, a green sidebar lists the following options: Cut, Copy, Paste, and Format Painter. The main ribbon area shows the 'Clipboard' group with icons for Cut, Copy, Paste, and Format Painter. Below the ribbon, the text 'Clipboard' is displayed in bold. At the bottom of the green sidebar, the text 'Home Tab' is visible.

- Cut
- Copy
- Paste
- Format Painter

Clipboard

Home Tab

This screenshot shows the Microsoft Office ribbon interface. The 'Home' tab is selected, and the 'Slides' group is expanded. On the left, a green sidebar lists the following options: New Slide, Layout, Reset, and Delete. The main ribbon area shows the 'Slides' group with icons for New Slide, Layout, Reset, and Delete. Below the ribbon, the text 'Slides' is displayed in bold. At the bottom of the green sidebar, the text 'Home Tab' is visible.

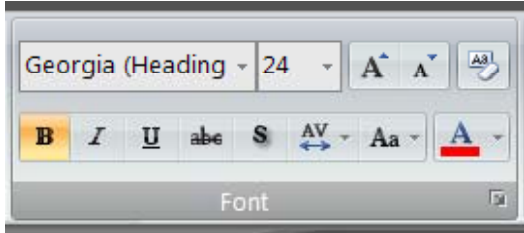
- New Slide
- Layout
- Reset
- Delete

Slides

Home Tab

- o Font
- o Font Size
- o Increase/Decrease Font Size
- o Bold
- o Italics
- o Underline
- o Strike-through
- o Text Shadow
- o Character Spacing
- o Change Case
- o Font Color

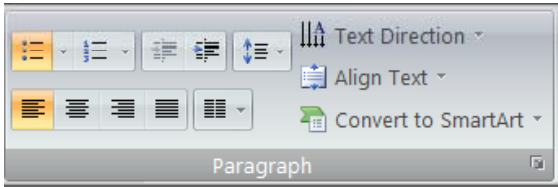
Home Tab



Font

- o Bullets
- o Numbering
- o List Level
- o Line Spacing
- o Text Direction
- o Align Text
- o Convert to SmartArt
- o Text Align
- o Columns

Home Tab



Paragraph

○ Shapes

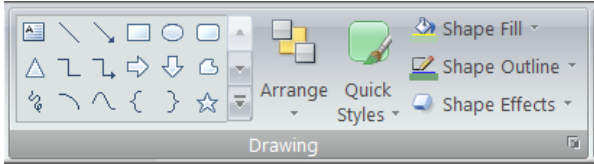
○ Arrange

○ Quick Styles

○ Shape Fill

○ Shape Outline

○ Shape Effects




Drawing

Home Tab

○ Find

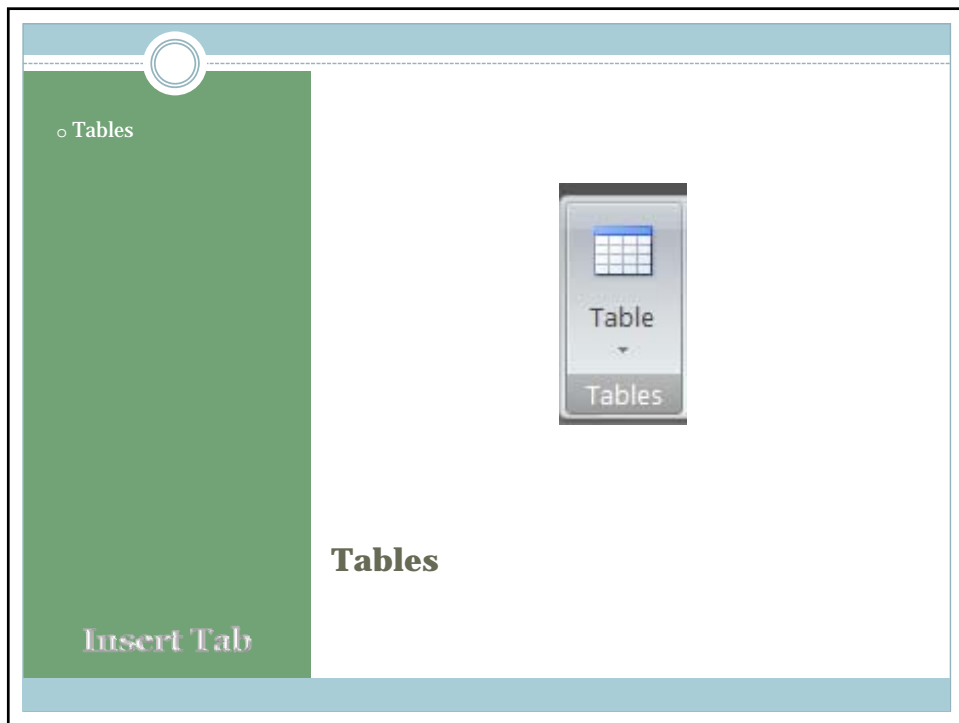
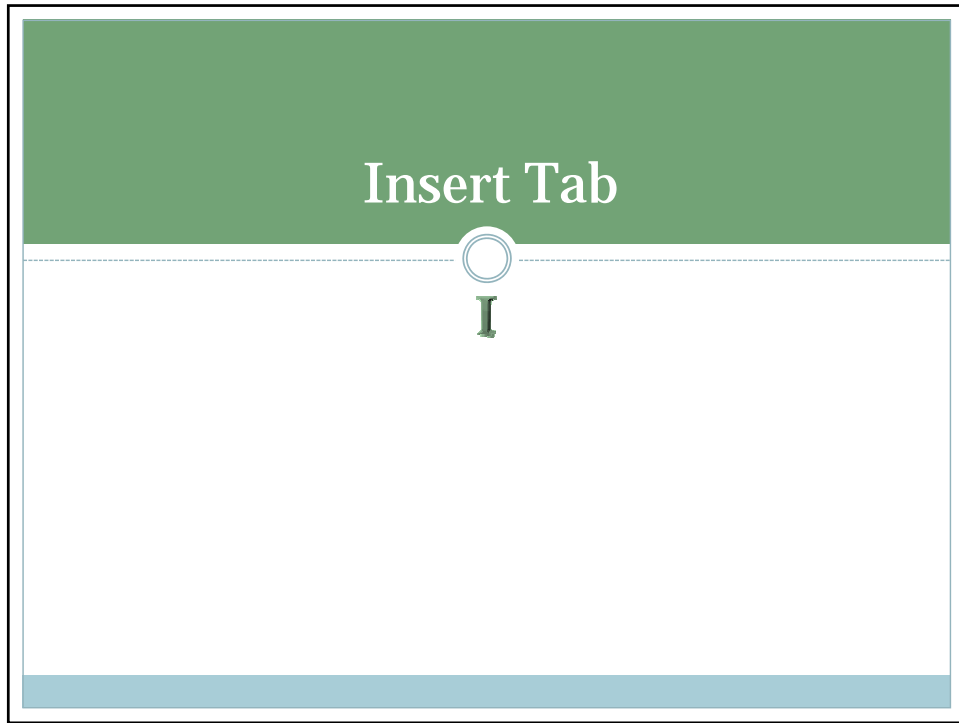
○ Replace

○ Select




Editing

Home Tab



○ Picture
○ Clip Art
○ Photo Album
○ Shapes
○ Smart Art
○ Chart



Illustrations

Insert Tab

○ Hyperlink
○ Action



Links

Insert Tab

- Text Box
- Header & Footer
- WordArt
- Date & Time
- Slide Number
- Symbol
- Object

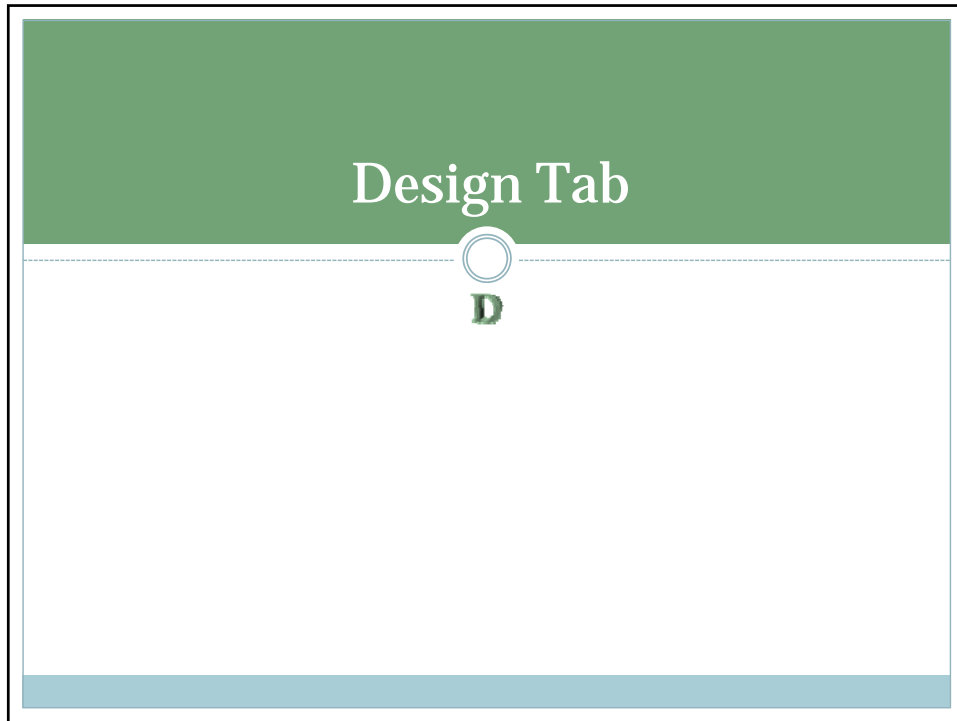
Text

Insert Tab

- Movie
- Sound

Media Clips

Insert Tab



o Colors
o Fonts
o Effects

Themes

Design Tab

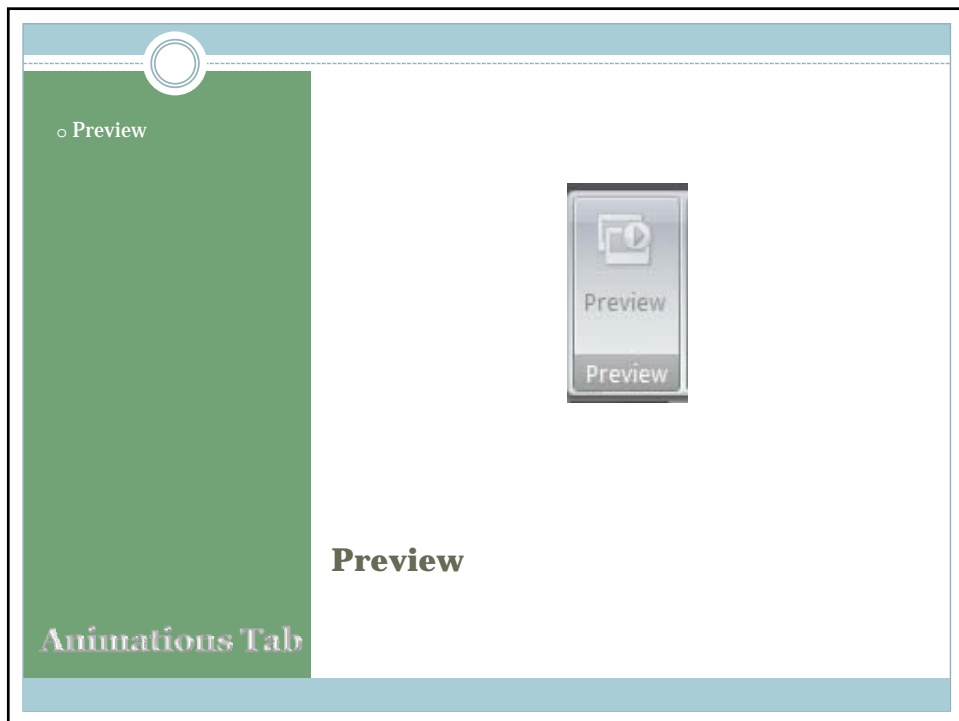
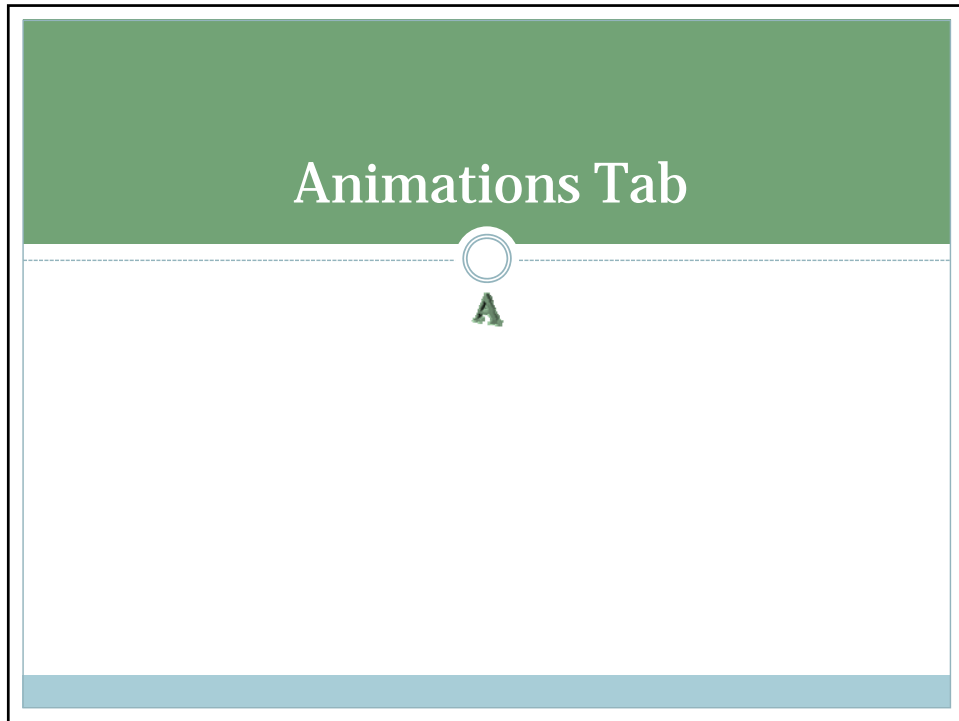
This screenshot shows the 'Design' ribbon in Microsoft Office. On the left, a green vertical sidebar contains a list of options: 'o Colors', 'o Fonts', and 'o Effects'. The main area of the ribbon is light blue and features a 'Themes' group with three theme thumbnails (Aa) and a 'Themes' label. Below this is a 'Backgrounds' group with a background thumbnail and dropdown menus for 'Colors', 'Fonts', and 'Effects'. The text 'Design Tab' is visible in the bottom left corner of the ribbon area.

o Background Styles
o Hide Background Graphics

Background


Design Tab

This screenshot shows the 'Design' ribbon in Microsoft Office. On the left, a green vertical sidebar contains a list of options: 'o Background Styles' and 'o Hide Background Graphics'. The main area of the ribbon is light blue and features a 'Background' group with two options: 'Background Styles' and 'Hide Background Graphics'. The text 'Design Tab' is visible in the bottom left corner of the ribbon area.



○ Animate

○ Custom Animation



Animations

Animations Tab

○ Slide Transitions

○ Transition Sound

○ Transition Speed

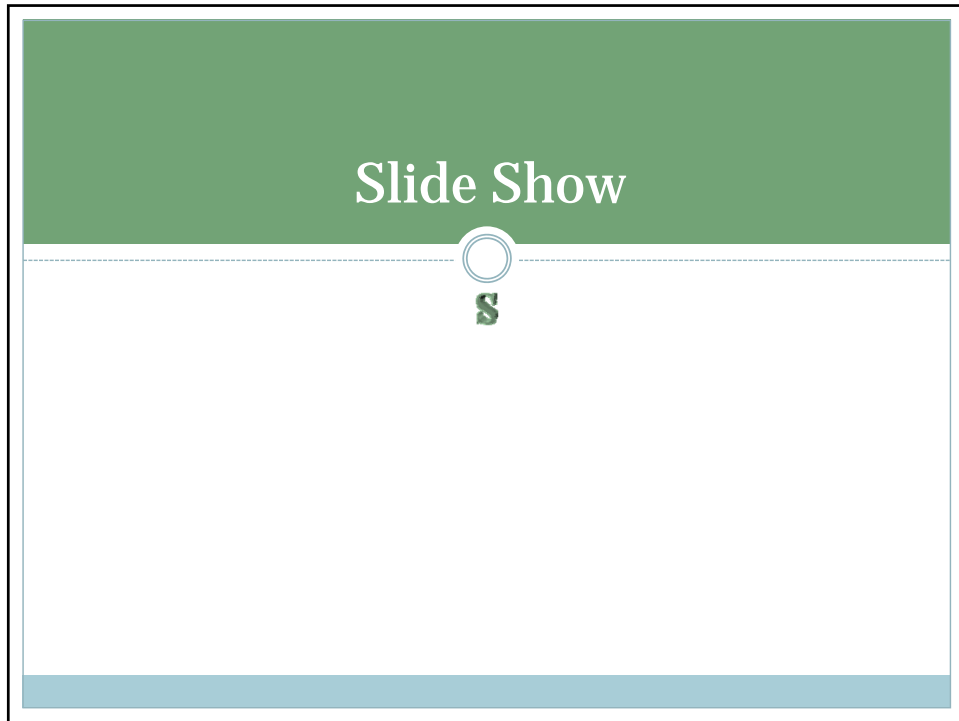
○ Apply to All

○ Advance Slide



Transition to This Slide

Animations Tab



○ Set Up Slide Show

○ Hide Slide

○ Record Narration

○ Rehearse Timings

○ Use Rehearsed Timings

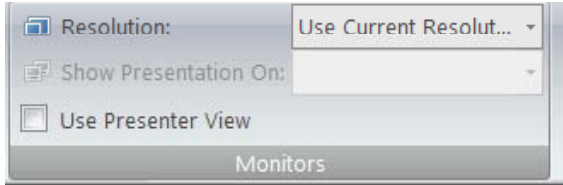


Set Up

Slide Show Tab

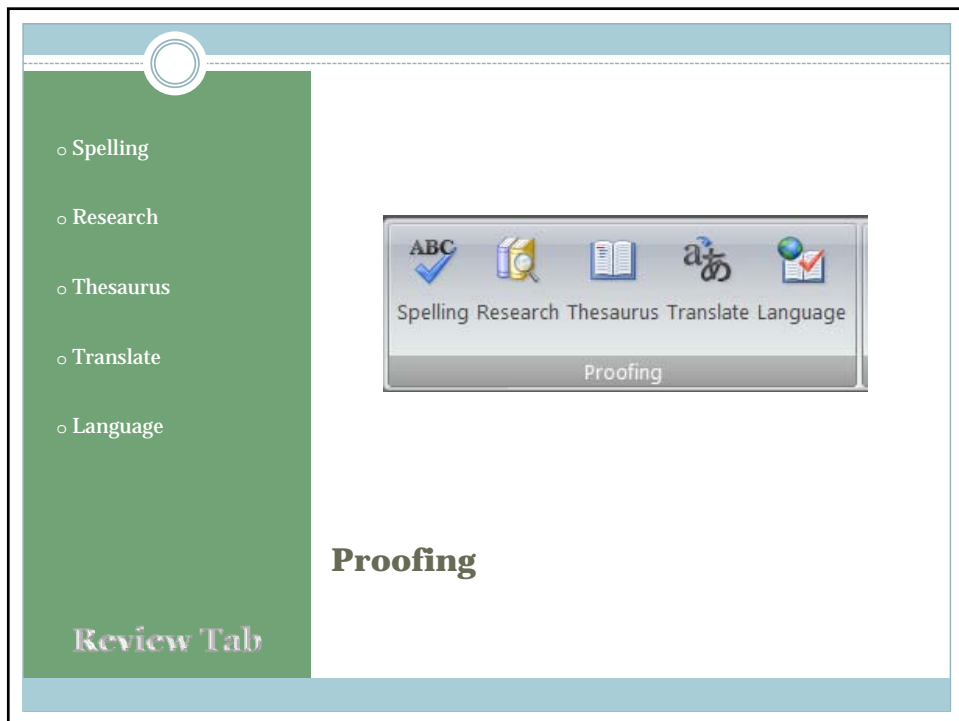
○ Resolution

○ Use Presenter View



Monitors

Slide Show Tab



○ Show Markup

○ New Comment

○ Edit Comment

○ Delete

○ Previous

○ Next




Comments

Review Tab

The image shows a software ribbon interface for the 'Comments' section. On the left, a green vertical bar contains a list of options: 'Show Markup', 'New Comment', 'Edit Comment', 'Delete', 'Previous', and 'Next'. To the right, a ribbon menu is displayed with icons for each function: a pencil for 'Show Markup', a star for 'New Comment', a document with a pencil for 'Edit Comment', a document with a red X for 'Delete', a document with a left arrow for 'Previous', and a document with a right arrow for 'Next'. Below the icons, the text 'Comments' is centered.

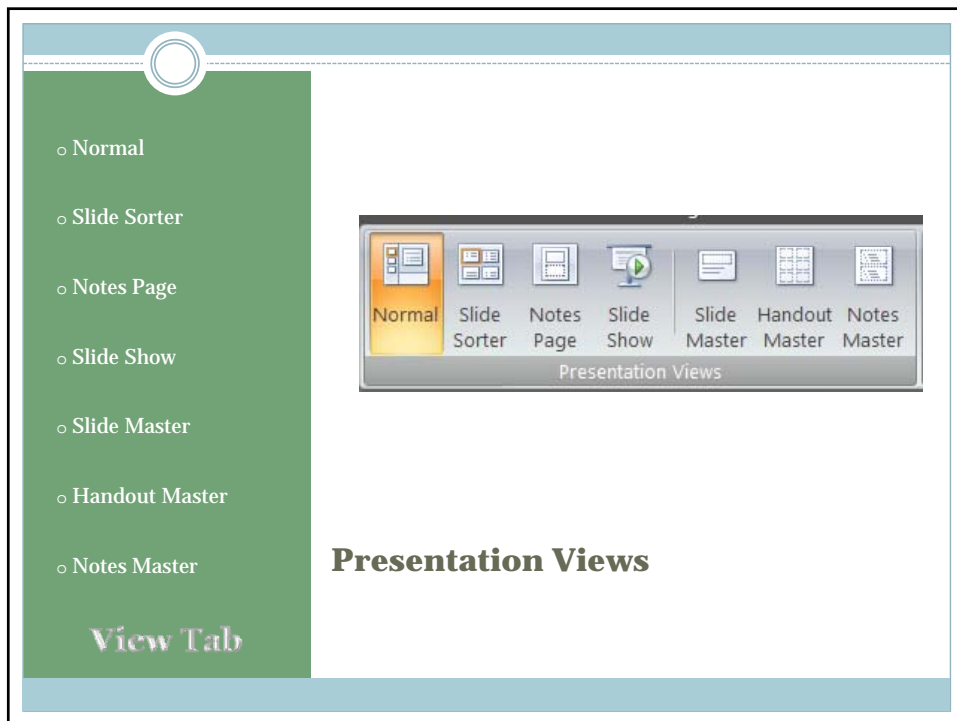
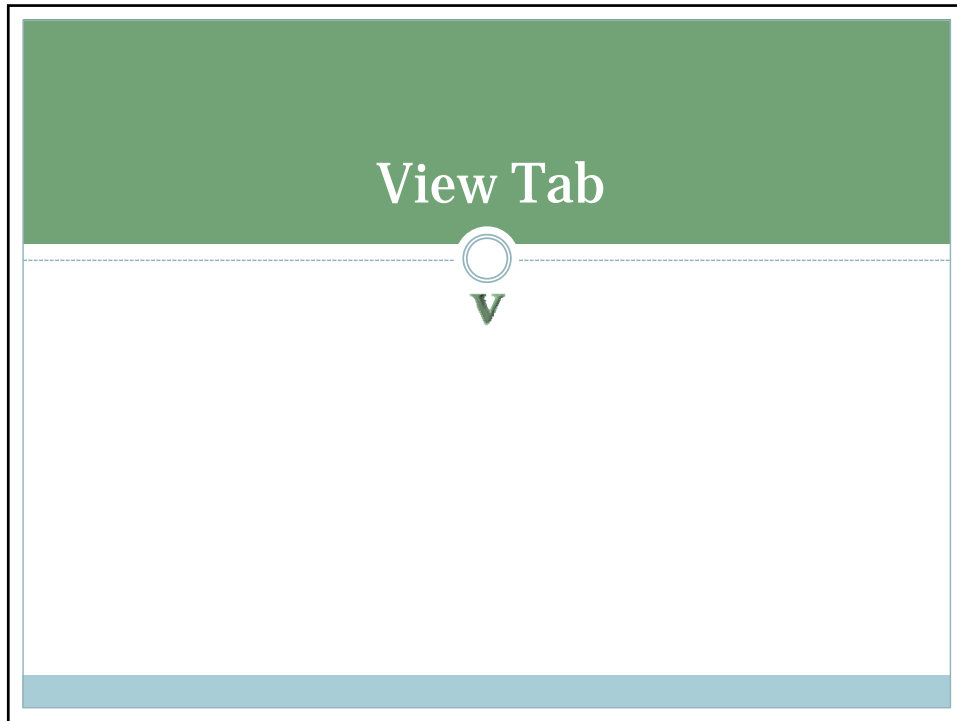
○ Protect

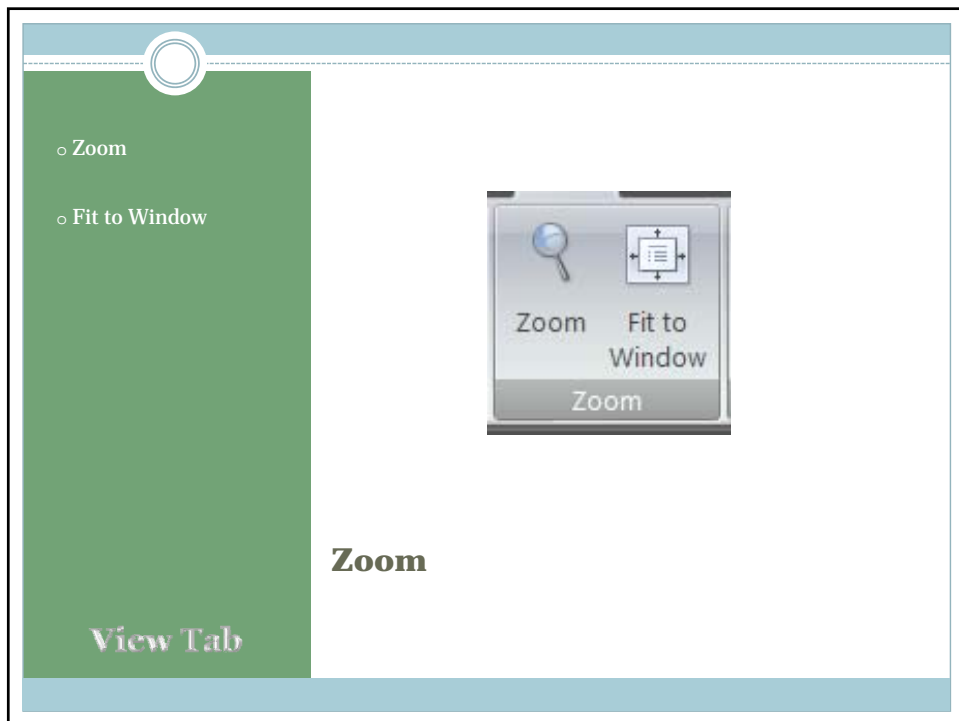


Protect

Review Tab

The image shows a software ribbon interface for the 'Protect' section. On the left, a green vertical bar contains a list of options: 'Protect'. To the right, a ribbon menu is displayed with an icon of a document with a padlock for 'Protect Presentation'. Below the icon, the text 'Protect' is centered.





○ Color

○ Grayscale

○ Pure Black and White



Color/Grayscale

View Tab

The image shows a software interface with a green sidebar on the left containing three menu items: 'Color', 'Grayscale', and 'Pure Black and White'. To the right, a screenshot of a menu is displayed, showing 'Color' (selected), 'Grayscale', and 'Pure Black and White', with a 'Color/Grayscale' option at the bottom. Below the screenshot, the text 'Color/Grayscale' is written in bold. At the bottom left of the green sidebar, the text 'View Tab' is written.

○ New Window

○ Arrange All

○ Move Split

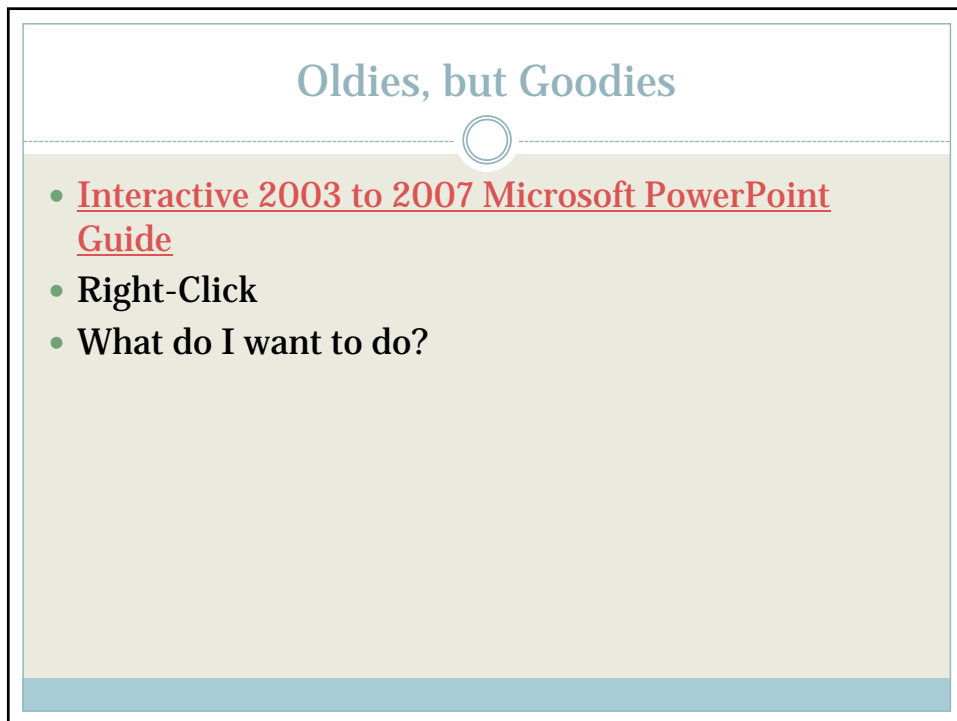
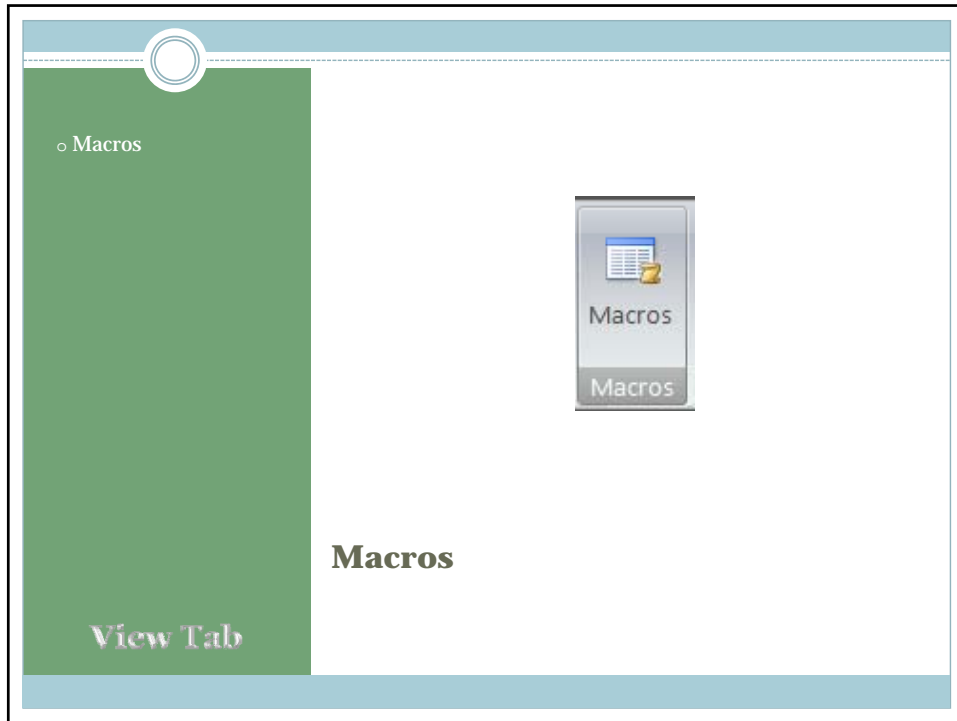
○ Switch Windows



Window

View Tab

The image shows a software interface with a green sidebar on the left containing four menu items: 'New Window', 'Arrange All', 'Move Split', and 'Switch Windows'. To the right, a screenshot of a menu is displayed, showing 'New Window', 'Arrange All', 'Cascade', 'Move Split', and 'Switch Windows', with a 'Window' option at the bottom. Below the screenshot, the text 'Window' is written in bold. At the bottom left of the green sidebar, the text 'View Tab' is written.



New Features

- [PowerPoint 2007 Help](#)
- [PowerPoint 2007 Product Overview](#)
- [PowerPoint 2007 Demos](#)
- [What's new in PowerPoint 2007?](#)

Evaluations

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