

POWERPOINT 2007

Introduction of PowerPoint 2007

PREFACE

Microsoft PowerPoint 2007 has new a look and user interface known as the Ribbon. The Ribbon consists of *three* basic components Tabs, Groups, and Commands that replace the familiar menus and toolbars used in earlier versions. Task oriented Tabs contain Groups of resources and Commands to help accomplish interrelated tasks such as text formatting or design layout.

In addition, a new file structure offers all levels of users the ability to create presentations that exceed previous versions. However, there is a compatibility issue with earlier versions. Unless saved in the PowerPoint 97-2003 format, users of earlier versions are required to download and install the Office 2007 compatibility pack in order to open and edit presentations created in PowerPoint 2007.

What's more, earlier versions convert the 2007 SmartArt graphics and visual objects to bitmaps, which prohibits editing certain features such as line width, fill color, and other specific properties. If the presentation will be presented using earlier versions, save the presentation as PowerPoint 97-2003. Saving in this format automatically runs the Microsoft Office PowerPoint Compatibility Checker and identifies any incompatibility issues.

NEWEST FEATURES

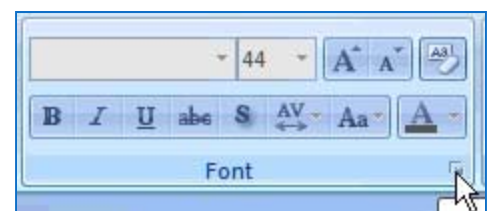
The addition of new custom themes, slide layouts, and SmartArt graphics provide the user with the necessary tools to create a professional looking presentation. Collections of formatting options referred to as "*Quick Styles*" easily adapt to a particular themes colors to offer consistency throughout the presentation. In addition, new and improved formatting and visual effects for text, SmartArt graphics, shapes, WordArt, and charts allow further customization within the program. Adding three-dimensional effects to fills, lines, shadows, or glows, along with new proofing tools and file formats will make it easier to create, correct, present, and share your presentation.

THE RIBBON

As mentioned, the Ribbon consists of three basic

components Tabs, Groups, and Commands. There are seven default Tabs and each has several Groups of related items including Commands. Tabs are designed to be task oriented whereas *Groups* within each tab break a task into subtasks.

Commands are a button or box to enter information or to choose from a menu by clicking on the down-arrow in the lower right corner of a Group. This will open the familiar dialog box to



access more options related to the group. The Ribbon organizes all commands in logical groups under the tab associated with the task.

Other Tabs referred to as Task Oriented Tabs appear only as needed for additional formatting choices applying to tables, drawings, diagrams, & charts and pictures.

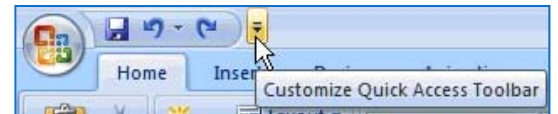
CUSTOMIZING THE RIBBON

Although the Ribbon interface cannot revert to the familiar toolbars or menus used in earlier versions, you can minimize it to provide a larger work area. You may choose from one of the three methods listed below.

How to:

Always Minimized

1. Click on the down-arrow located on the "Quick Access Toolbar" and then click on the menu "Minimize the Ribbon".
2. To utilize the Ribbon, click on the required tab and then the related command or option. After accomplishing the task, the Ribbon reverts to the minimized position.



To restore the Ribbon to the default setting repeat the first step above and then click on the menu "Minimize the Ribbon" to remove the checkmark.

Minimized for a Short Time

- Double click on an active tab to minimize the Ribbon and hide all groups.
- To restore the Ribbon and show all groups double click on any tab.

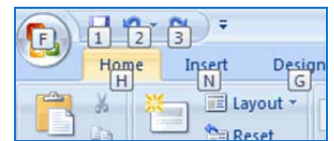
Keyboard Shortcut

1. Press [Ctrl]+[F1] to minimize or restore the Ribbon.

KEYTIPS OR KEYBOARD SHORTCUTS

Accessing any command with a few keystrokes is easy when you elect to display Microsoft's KeyTips (*Badges*).

There are keyboard shortcuts for every button on the Ribbon that require fewer keys to access.



How to:

1. Press the "Alt key" to display the Badges for the Ribbon Tabs, the Microsoft Office Button, and the Quick Access Toolbar.

2. Press the keyboard letter for the KeyTip desired. Then continue pressing letters for the specific command or option.

Press and release the "Alt key" to cancel your current action and hide the KeyTips.

CUSTOMIZING THE QUICK ACCESS TOOLBAR

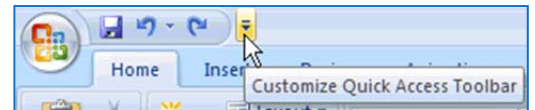
Located in the upper left corner next to the Office Button is the "*Quick Access Toolbar*", which provides access to some of the most popular commands (Save, Undo, and Repeat). This toolbar is independent of the Ribbon allowing you to add additional commands within or not within the Ribbon interface.

How to:

1. Right click on any *Tab* or *Group* and then click on "*Customize Quick Access Toolbar*".

Or

Click on the down-arrow located on the "*Quick Access Toolbar*" and then the menu "*More Commands*".

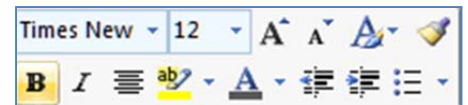


2. Using either method will open the "*PowerPoint dialog box*". When the box opens click on the down arrow under the label "*Choose commands from*". Select from the options provided.

Quick Tip: Right click on any command button from a tab or group located on the Ribbon to add the command.

THE MINI TOOLBAR

Another new feature is the Mini Toolbar that is available in the entire Office 2007 suite. It provides several quick formatting features that include applying font styles, font sizing, font color, alignment, text color, and bullets.



When text is selected, the toolbar appears in a faded fashion and then becomes solid when you place your pointer on it, therefore allowing you to select an option.

How to turn off the Mini Toolbar:



- Click on the *Office Button* and then the *PowerPoint Options* button. Next, under the heading *Popular | Top Options for Working in PowerPoint*; remove the checkmark from "*Show Mini Toolbar on selection*."

Or

- Right click on any *Tab* or *Group* and then click on the menu "*More Commands*" to open the PowerPoint dialog box. Repeat the step list above under the heading "*Popular*".

Or

→ Click on the down-arrow located on the "*Quick Access Toolbar*" and then click on the menu "*More Commands*" to open the PowerPoint Options dialog box. Repeat the step list above under the heading "*Popular*".

PREPARING YOUR PRESENTATION

Although several security features are included in PowerPoint 2007, only two apply to University of Scranton users. The first option pertains to using the Document Inspector to find and remove hidden metadata and personal information in your presentation.

Document Inspector

How to:

1. Click on the *Microsoft Office* button and then the item "*Prepare*".
2. Click on "*Inspect Document*" to open the *Document Inspector* window, choose from the options provided.
3. Click on the button "Inspect" to run the program and to review the results. Depending on the results, you may elect to remove all results or select specific returns.

Encrypt Document

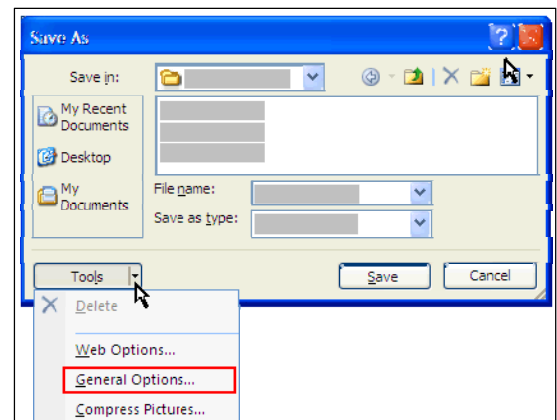
How to:

1. Click on the *Microsoft Office* button and then the menu "*Prepare*".
2. Click on the menu "*Encrypt Document*," to password protect your presentation. Password protection only protects by requiring a password to open and view the presentation. It does not guarantee against changes and a lost password cannot be recovered.

Password Removal

How to:

1. Click on the *Microsoft Office* button and then the menu "*Save As*."
2. When the *Save As* dialog box opens click on the down arrow next to "*Tools*" and then "*General Options*".
3. Select the password and then press the "*Delete* key."
4. Click on the button *OK* and then *Save*. If prompted to replace an existing files click on "*Yes*."



Mark As Final

This is not a security feature but a command worth mentioning because it prevents other people from making unintentional changes to your presentation. When a presentation is saved as "*Mark as Final*" editing commands, proofing marks, and typing are disabled. The down side is that anyone can edit the presentation by turning this feature off.

How to:

1. Click on the *Microsoft Office button* and then the menu "*Prepare*".
2. Click on the menu "*Mark as Final*" and then click on *OK twice* to save the presentation in this mode. An indicator icon that presentation was saved in this mode is now displayed on the Status Bar.

To remove the "*Mark As Final*" status, repeat the steps above to remove the icon from the Status Bar.

MICROSOFT DIAGNOSIS

Microsoft Office Diagnosis replaces the Microsoft Office 2003 features "*Detect and Repair*" and *Microsoft Office Application Recovery*. The new diagnostic feature is a series of test designed to help diagnose and solve problems related to computer crashes in Office 2007.

How to:

1. Click on the *Microsoft Office button* and then the button "*PowerPoint Options*". Next, click on the item "*Resources*" and then the button "*Diagnose*" to run the program.
2. Click *Close* after viewing the detailed report.

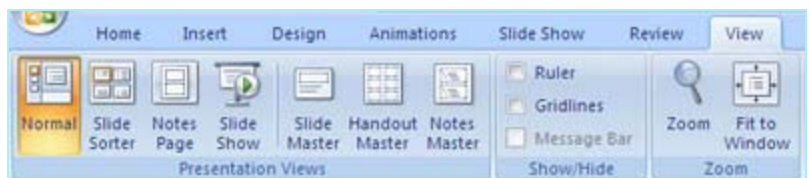
THE NEW AND IMPROVED RECOVERY PROGRAM

Office 2007 has improved recovery capabilities that can restore one or several presentations to the way they were before they crashed. If the presentation crashed, restart PowerPoint to open the restore files. The files will be restored up to the point before the program failed.

PRESENTATION VIEWS

The four main views of PowerPoint are Normal, Slide Sorter, Notes Page, and Slide Show. In addition, a Presenter view has been added under the tab "Slide Show" to allow a speaker to view notes hidden from the audience. To change views click on the tab "View" or use the shortcuts displayed on the Status bar.

Normal view – the main editing view contains four working areas: (1) the



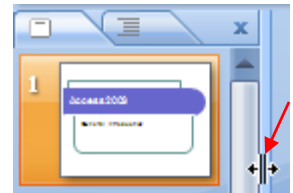
left pane contains two tabs *Slides* and *Outline*, (2) to the right of that pane is the *Slide pane*, which displays the largest view of a slide, and (3) on the bottom is the *Notes pane* for adding presentation notes. See the image on page (7) for more information.

- The *Slides tab* displays a thumbnail view of all slides in your presentation. When working in this tab you can add, delete, or rearrange slides. Clicking on any thumbnail will make that selection the current slide for editing in Slide View.
- The *Outline tab* displays an outline of your presentation. You can also type, edit, and rearrange slides in this tab.
- The *Notes pane* provides an area to add notes for handouts or personal reference.

Note: Each of the views contains splitter panes that allow adjusting each pane's view.

How to:

- (a) To adjust the borders between panes place your cursor on any of the splitter bars. Splitter bars are dividers placed between the windows.
- (b) When the cursor changes to a *two-headed arrow* hold the left mouse button down and drag the splitter bar in the direction that you want changed.



Slide sorter view – reveals all slides as thumbnails making it easier to delete, sort, or preview slide transitions and animations.

Notes page view – Microsoft added another sub view known as the *Notes Page view* for users who would prefer to add their notes in a view resembling a full page. To access this view click on the tab "View" and then Notes Page in the Presentation Views group.

Slide Show view – clicking on the Slide Show button will run the presentation in full screen. To exit the presentation, press the "Esc key".

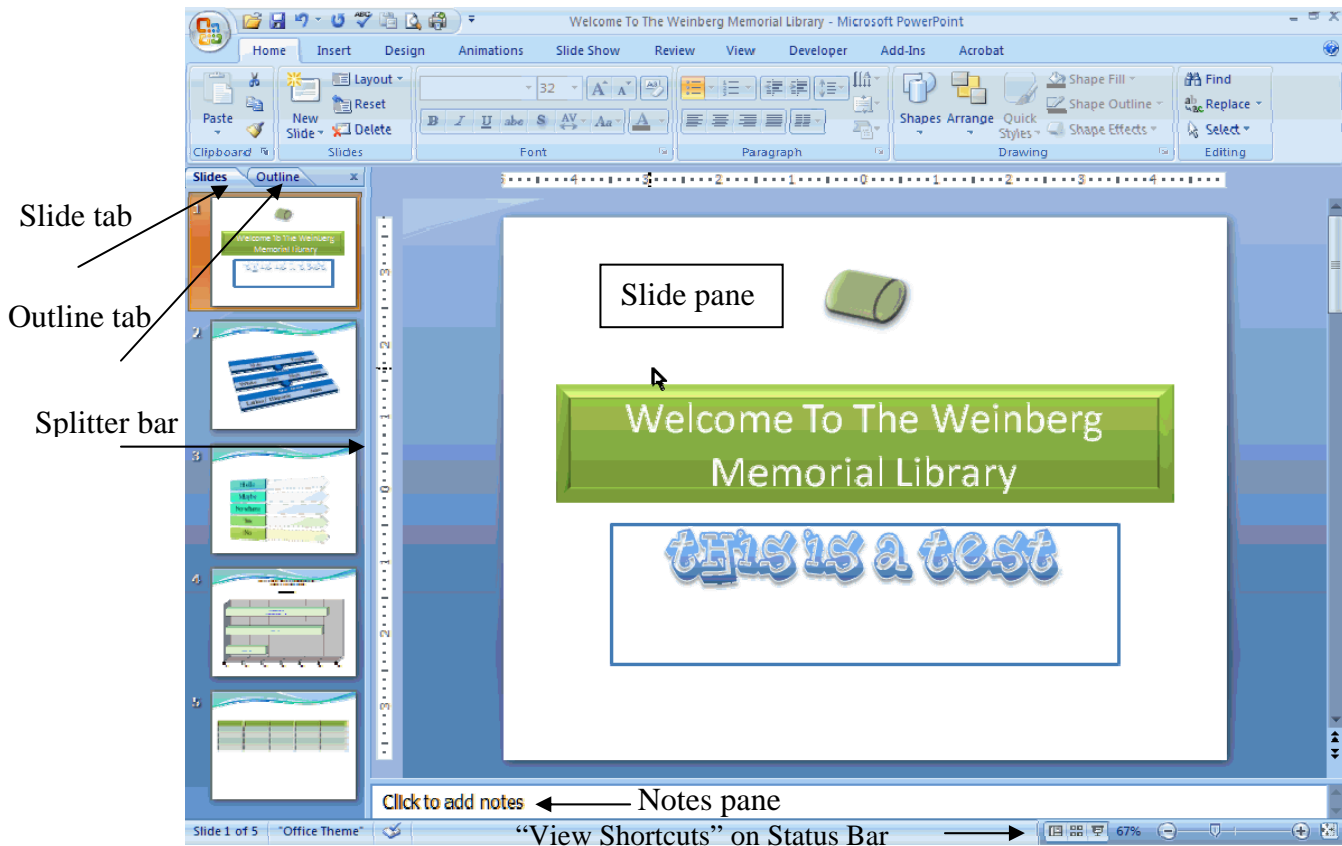
Presenter view – requires the use of two monitors allowing the speaker to run other programs and view speaker notes that the audience cannot see.

Important: Another new feature is the ability change view that PowerPoint opens. By default, PowerPoint opens in Normal view but if you prefer you can change the default setting to open in Slide Sorter view, Outline Only, Notes view, or a variation of Normal view.

How to:

Click on the Office button and choose *Advanced*. Under the menu *Display*, choose from the "Open all documents using this view list", and set one of the views listed as the default. Click on OK to save the

settings.



CUSTOM STATUS BAR

Another new feature in 2007 is the ability to customize the status bar. The user is only required to right click on the bar and choose from the options provided to remove or add an option. Some of those options include a new zoom feature that allows the user to set viewing preference using a new slide tool or the zoom to fit feature.

OTHER SAVE FORMATS

In PowerPoint 2007, you can now save your presentation in XML format, which compresses file size for storage and helps in recovering corrupted data. Other formats include PDF and Microsoft's XPS format.

Portable Document Format (PDF) is a fixed-layout electronic file format that preserves document format and enables file sharing. When printed or viewed online the document retains the exact format that was intended.

XML Paper Specification (XPS) is another electronic file format, similar to PDF it was created by Microsoft.

CREATING NEW SLIDES IN OUTLINE VIEW

The Outline tab in Normal view provides a quick way to create several slides by placing the insertion point next to the first slide's icon.

How to:

- (a) Type a title for the current slide and then press Enter. Each time you press Enter a new slide is added to the presentation.
- (b) After the last slide *tap* the *Tab* key, type some text, and then *press Enter*. *Tap* the tab key *twice* to create a *sub-bullet*. Up to five sub-bullets per slide can be created using this method.

SORTING SLIDES

Sorting slides refers to rearranging a slide's placement in a presentation in either Normal View or Slide Sorter View.

How to:

1. To sort a slide in Normal View choose either the *Outline* or *Slide tab*. Depending on the tab selected, left click on the slide icon or the thumbnail that you want to move.
 - a. *Outline tab* – When the mouse pointer changes to 4-way arrow hold the left mouse button down and drag the slide to the new position.
 - b. *Slides tab* – Left-click and hold the mouse button down. As you move the slide, notice that the mouse pointer includes a small rectangle indicating a change in position.

Note: A horizontal line is used to indicate the selected slide's position to the remaining slides.

2. *Click* on the button *Slide Sorter View* to change views.
 - a. Hold the left mouse button down and drag the selected slide to the new location. *Note* that a vertical line is used as a position indicator for the active slide.

WHERE TO FIND IT

As stated earlier the Ribbon consists of *three* basic components Tabs, Groups, and Commands that replace the familiar menus and toolbars used in earlier versions. This quick review will help familiarize the user with the Ribbon interface. Group Titles will be in SMALL CAPS and *italicized*.

Home

Groups include:

- *CLIPBOARD* - paste, cut, copy, format painter, and the clipboard task pane
- *SLIDES* – new slide, Slide Layout, Reset or Delete a Slide
- *FONT* – font type, size, style, color, effects (strikethrough, shadow, case size), and character spacing
- *PARAGRAPH* – bullets, numbering, multilevel lists, indentation, text alignment, columns, text box alignment, convert to SmartArt graphic, tab adjustments, indents and spacing
- *DRAWING* - shapes, arrange, quick styles, shape fill, shape outline, shape effects, and a Task Oriented Tab for additional formatting options
- *EDITING* – find, replace, select

Insert

Groups include:

- *TABLES* – insert or draw table
- *ILLUSTRATIONS* – pictures, clipart, create a photo album, shapes, SmartArt, and charts
- *LINKS* – hyperlinks, action relating to a mouse over or click
- *TEXT* – text box, header & footer, WordArt, date & time, slide number, symbols, insert object
- *MEDIA CLIPS* – movie and or sound files

Design

Groups include:

- *PAGE SETUP* – print and presentation preferences, slide orientation (portrait, landscape)
- *DESIGN* – slide themes, colors, fonts, and effects
- *BACKGROUND* – background styles, and the ability to hide background graphics

Animations

Groups include:

- *PREVIEW*
- *ANIMATIONS* – apply a custom animation to selected text or graphics
- *TRANSITION TO THIS SLIDE* – apply a transition to the selected slide, sound, transition speed setting, apply to all slides
- *ADVANCE SLIDE* – on mouse click, automatically after set time period

Slide Show

Groups include:

- *START SLIDE SHOW* – from beginning, from current slide, custom slide show (ability to display only the slides you select or two or more presentations grouped together)
- *SET UP* – set up slide show, hide (exclude) a presentation slide, record narration, and rehearse timings

- *MONITORS* - set display resolution, show presentation on, and use presenter view (requires two monitors)

Review

Groups include:

- *PROOFING* – spelling, research, thesaurus, translate, set presentation language
- *COMMENTS* – add, edit, and delete a comment
- *PROTECT PRESENTATION* – does not apply to University users

View

Groups include:

- *PRESENTATION VIEWS* – normal view, slide sorter view, notes page, run slide show, slide master, handout master, and notes master
- *SHOW/HIDE* – ruler, gridlines, message bar
- *ZOOM* – zoom in, fit to window
- *COLOR/GRAYSCALE* – view the presentation in color, grayscale or pure black and white
- *WINDOW* – new window (opens presentation in new window), arrange windows (tile vertical/horizontal), cascade, move split (move a window's divider) switch windows
- *MACROS* – view from a list of macros that you can create, edit or delete

AN EXAMPLE PRESENTATION

In this example, you begin using the Ribbon to create your first PowerPoint 2007 presentation. If you prefer you may substitute the example text, shapes, and effects with your own.

Open PowerPoint

1. If the Title slide is not displayed, click on *Layout* in the group *Slide* on the tab *Home* and choose *Title Slide*.
2. In the title's placeholder, type "*Welcome to the University of Scranton.*"
3. Type "*Real World Ready*" in the subtitle placeholder and then Save the presentation as "Example".
4. Click on the "Office button", and then "Save", by default the presentation saves in the new PowerPoint extension pptx.

Apply or change a Slide Design - Color Scheme

1. Click on the tab *Design* and choose from one of themes displayed in the *Themes* group.
2. Click the list arrow next to the last theme to see more themes. Placing the cursor on a theme previews the theme on the selected slide but does not apply it. You may right-click on the theme to apply it to the selected slide or all slides.

Apply a Pre-designed Transition to the Selected Slide

1. Click on the tab *Animations* and choose from one of transitions displayed in the group *Transitions to This Slide*.
2. Click the list arrow next to the last transition to see more transitions. Placing the cursor on a transition previews the transition on the selected slide but does not apply it. To apply the transition you must left click once.

Note: Adding sound, adjusting transition speed and timing are other effect options.

Insert a New Slide

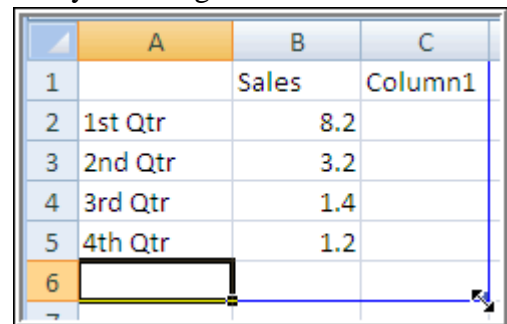
1. Click the *New Slide* command in the group *Slides* on the *Home* tab.
2. Choose the slide layout "Picture with Caption" (3rd row, 3rd column).
3. Click on the icon to add a picture, then browse and select your picture.

Apply or Create a Custom Animation

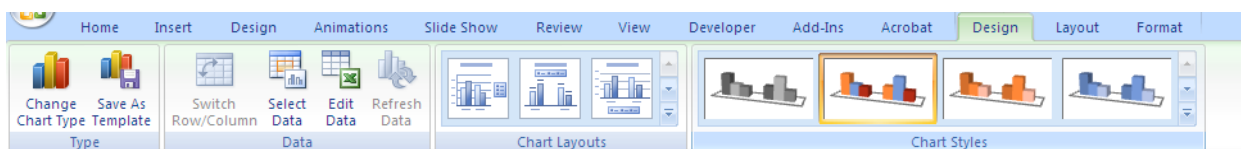
1. Click on the tab *Animations* and choose "*Custom Animations*" from the group *Animations*.
2. Select the picture or the text in the caption.
3. Click on the "Add Effect" list arrow and choose *Entrance | Circles*.
4. Modify the effects Start time to "After Previous", Direction to "Out", and Speed to "Medium".
5. Click on the play button to preview the effect.
6. You may add multiple effects to the picture and the text caption if you like. Close the right task pane.

Adding a Chart

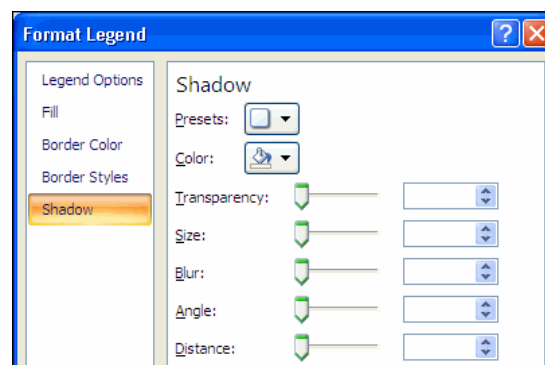
1. Click the *New Slide* command in the group *Slides* on the *Home* tab.
2. Choose the slide layout "*Title and Content*" (1st row, 2nd layout).
3. Click on the *Chart icon* and add a column chart (3-D cluster, 4th chart in the row) from the *Insert Chart dialog box*. Click "OK".
4. When the Excel template opens, you may add columns or row by dragging the sizing handle.
 - To add a column drag the sizing handle horizontally to the right. Rename the label and add the data.
 - To add a row drag the sizing handle downward. Provide a label and the required data.
5. Add a title for the slide "Department Report for 2009".
6. Click on the chart to active the *Task Oriented Tab "Chart Design Tools"*.



	A	B	C
1		Sales	Column1
2	1st Qtr	8.2	
3	2nd Qtr	3.2	
4	3rd Qtr	1.4	
5	4th Qtr	1.2	
6			

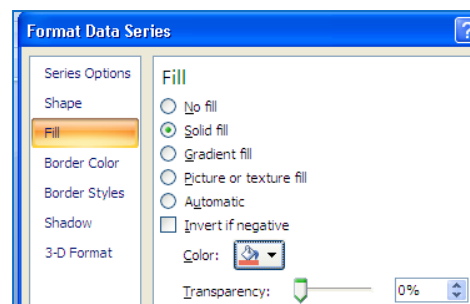


7. This special toolbar allows you to change the chart type, reselect or edit the data, choose a different pie chart layout or change the chart's design.
8. If needed, click on the chart to make it active. Right click on the legend and choose "Format Legend" from the list. The dialog box provides several new formatting options.
9. Close the box and then press the "Delete key" to remove the legend.



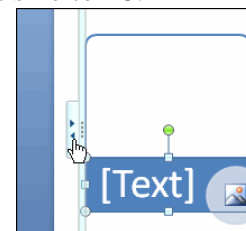
Formatting the Columns

1. Right click on a column and select "Format Data Series" from the menu.
2. From this dialog box, you may alter the shape, change the fill/border color and styles.



SmartArt Graphic

1. Click the New Slide command in the group Slides on the *Home* tab.
2. Choose the slide layout "Blank" (3rd row, 1st layout).
3. Click on the icon "Insert SmartArt Graphic", select the graphic "Bending Picture Accent List", (2nd row, 3rd column). Click *OK*.
4. Click on the text pane handle to open the list and then add a title in each bullet.
5. In the group *Create Graphic*, click on the button "Add Bullet". Type an entry for the new bullet.
6. Next, highlight the new text and click on the *Home* tab, then change the font size to 28.
7. Click on one of the SmartArt graphics to make it active. Then format the graphic's by changing the fill color, adding a picture or texture or an effect.
8. Insert a picture to each graphic's picture icon. Click on the respective icon; locate the picture and the click on the *Insert* button.



Changing the Picture's Shape

1. Reselect the smaller picture icon to change the shape holding the picture. Click the *Task Oriented Tab* "Picture Tools".
2. In the group, *Picture Styles* click on the button "Picture shapes" and apply a new shape. You may also apply a new border or effect to the new shape.

3. To change the picture, reselect the picture and then click the command *Shape Fill* in the group *Drawing* on the *Home* tab. Select *Picture*, then *Browse to* and select and Insert the new picture.

Note: Remember to experiment with more *SmartArt Graphics*. SmartArt Graphics include Lists, Processes, Cycles, Hierarchy, Relationships, Matrix, and Pyramids.

Adding Shape Effects, Quick Styles, and a Custom Animation to a Placeholder

1. Click on the above slide's title placeholder and add a *title*. Notice that a new *Task Oriented Tab* appears "*Drawing Tools*" You will use the "*Format tab*" to add a *Quick Style* and *Shape Effect*.
2. Click on the command "*Quick Styles*", in the *Drawing* group and apply a new style.
3. In the same group, click the command "*Shape Effects*" to view several effects that contain additional choices.
4. Apply one or more shape effects if desired.
5. With the placeholder still selected click the command "*Custom Animation*", in the group *Animations* on the *Animations* tab.
6. Click the button "*Add Effect*" from the Custom Animation pane and then *Entrance | Diamond*.
7. Modify the Diamond Effect - (1) change the Start to "After Previous", (2) the Direction to "Out", and (3) the speed to "Medium". You may apply multiple effects to the heading.

SAVING SELECTIONS AS PICTURES

Saving Clip Art, WordArt or SmartArt graphics as pictures no longer requires the use of another program. New save features originally included in PowerPoint 2003 are available in 2007. This includes the ability to save objects in different formats to Microsoft's Clip Art Organizer or in another folder.

How to:

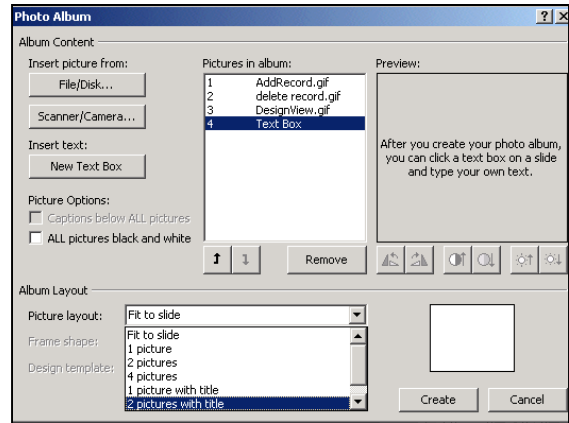
1. To save a Clip Art, WordArt, or AutoShape as a picture first select the object.
2. If you would like save the object in Microsoft's Clip Art Organizer open it now. Click the command "Clip Art", in the *Illustration* group on the *Insert* tab.
3. Drag the picture or object into the Clip Art Organizer. When prompted give it a name, select the picture format, and then click on the button *Save*.
4. To save a slide's background use *File > Save As* and then select the desired picture format from the *Save as Type* box.

CREATING A PHOTO ALBUM

Creating a photo album in PowerPoint 2007 requires additional plug-ins. Options include different picture layouts, frame shapes, and design templates.

How to:

1. Click on the command "New Photo Album" in the group Illustrations on the *Insert* tab.
2. Insert your pictures by clicking on one of the source buttons provided.
3. Click on the button *New Text Box* to change the opening slide's text. To change the album's layout use the submenu's *Picture layout*, *Format shape*, and *Design template*. Each menu provides a different option to change a picture's layout, add a picture frame, or presentation design.
4. To change the picture's orientation in the slide click on either the Vertical or Horizontal Position button under the Preview window. The remaining formatting buttons are very limited and not worth using.
5. To create the album click on the button *Create*, to edit the Photo Album use the Format Photo Album dialog box.



no

ACTION SETTINGS

You can apply an Action setting to any object or text within the presentation to run a program, play a sound or hyperlink to another slide or URL.

How to:

1. Click on the tab *Insert* and then select the object or text to trigger the action.
2. Click in the group *Links* and then the icon *Action* to open the *Action Settings dialog box*.
3. Use either the tab "Mouse Click" or "Mouse Over" for the trigger, and then choose from the "Action on Click" listed.

