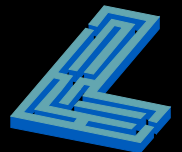


# Microsoft Office 2007: Essentials, Revised Edition



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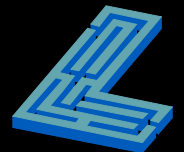
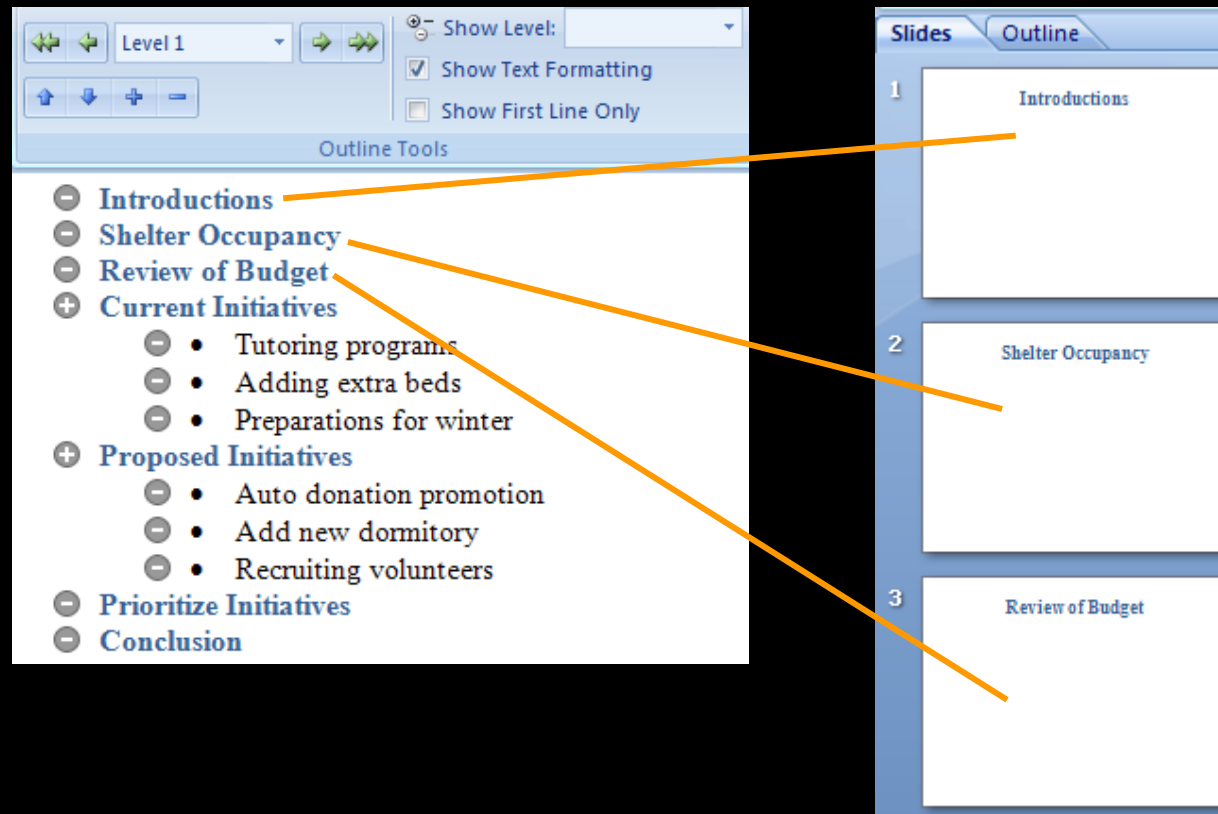
# Multitasking

- **Many Windows users run more than one program at a time**
  - ▲ Faster access to programs
  - ▲ Easier to cut, copy, and paste between programs
- **If your system is old...**
  - ▲ It may not run several programs efficiently
  - ▲ It will have to access the hard drive often as you work (accessing a cache on the hard drive)



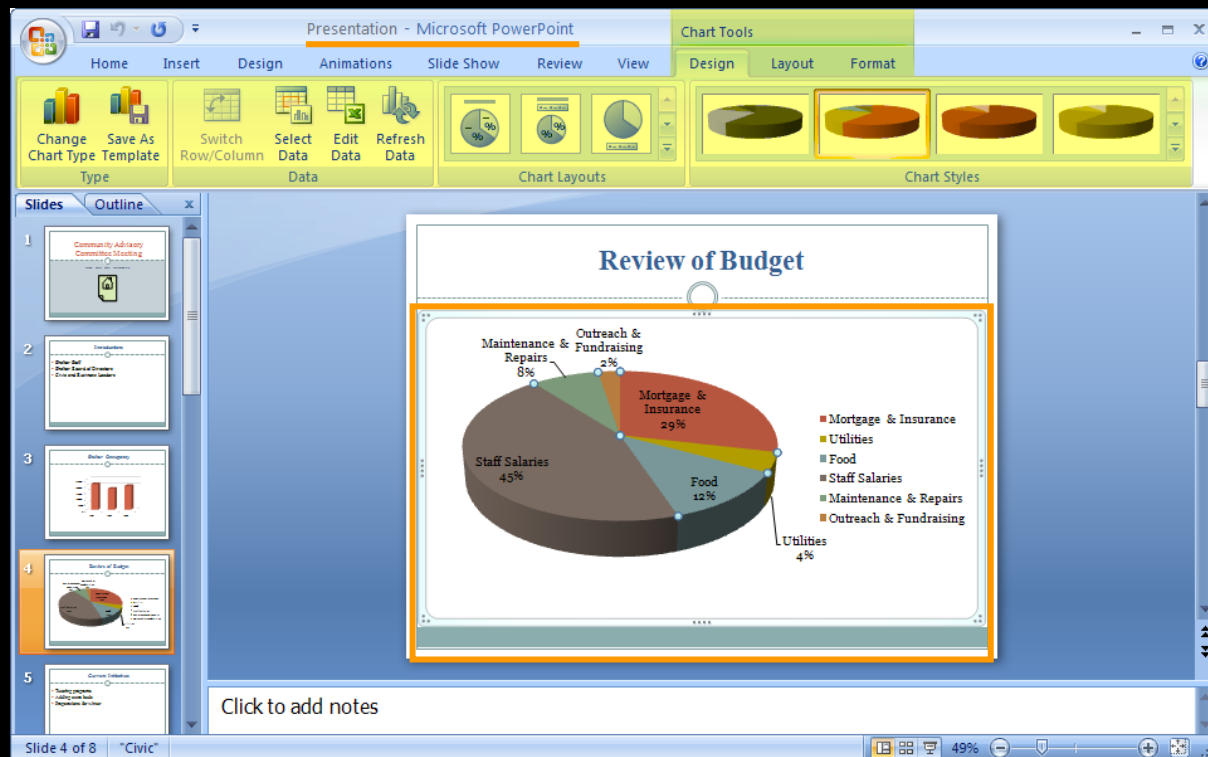
# Importing Slides from a Word Outline


- PowerPoint can import a Word outline to add slides to a presentation



# In-Place Editing of Other Office Program Objects

- Edit objects pasted from an Office 2007 program with the same tools as its originating program

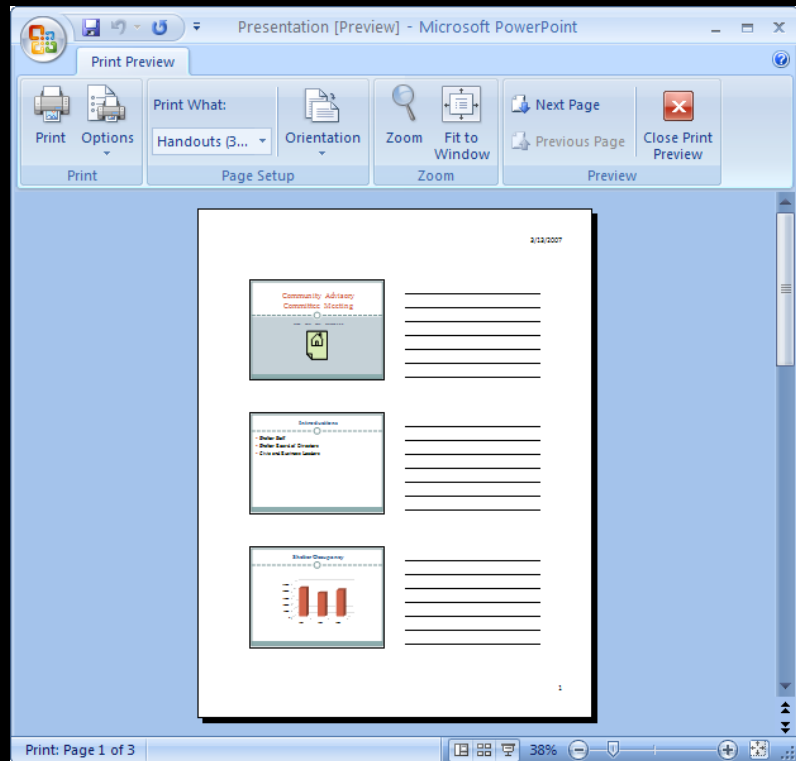
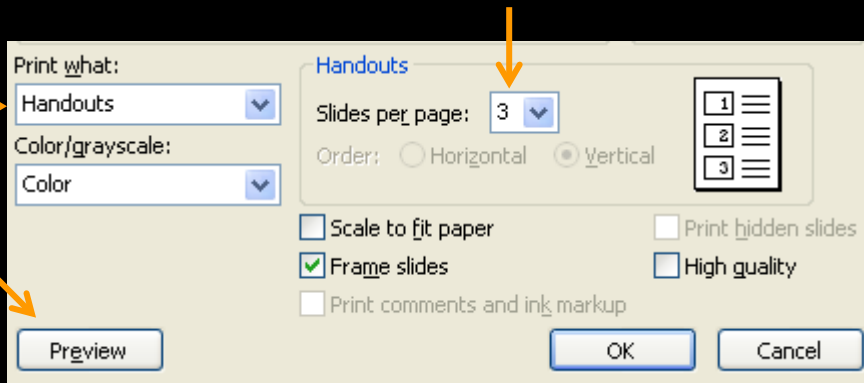


**TIP**  Double-click the object to display its originating program's commands.



# Printing PowerPoint Handouts

- Print handouts with Thumbnail views of slides

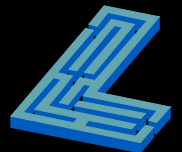


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