

#### Lesson 25: Multitasking with Office 2007

Return to the Office 2007 web page



## Multitasking

## Many Windows users run more than one program at a time

- ▲ Faster access to programs
- ▲ Easier to cut, copy, and paste between programs

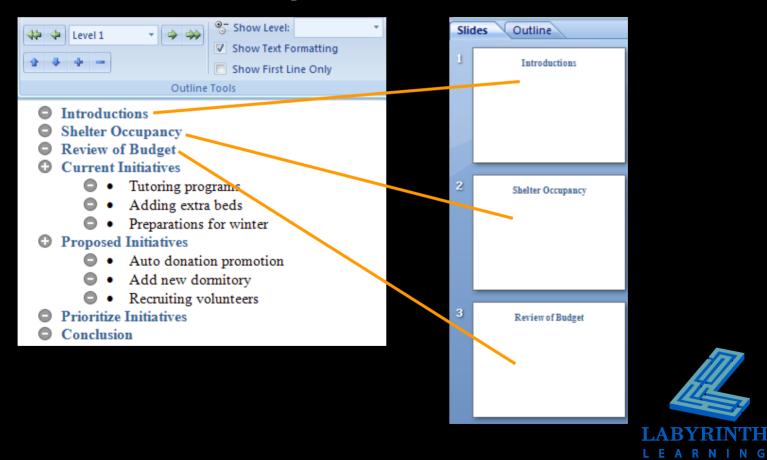
### If your system is old...

- ▲ 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)



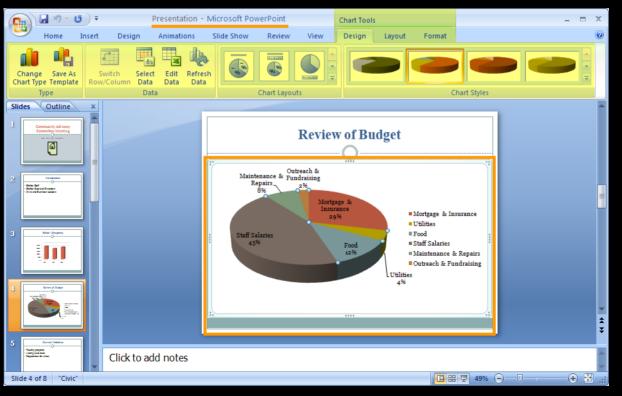
# Importing Slides from a Word Outline

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



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



## **Printing PowerPoint Handouts**

Print handouts with Thumbnail views of slides

Print <u>w</u> hat:	Handouts		Pit 1		Presentation [Prev	iew] - Microsoft	PowerPoint	-	. = x
Handouts 🗸 🗸	Slides per page: 3 🔽		Print P	review					0
Color/grayscale:		● Vertical		Print What:			🚺 Next Page	×	
Color 🗸	Charlen Contraction		Print Options			Zoom Fit to Window	🔓 Previous Pag	ge Close Print Preview	
	Scale to fit paper	Print <u>h</u> idden slides	Print	Pa	age Setup	Zoom	Prev	iew	
	Frame slides	High guality					3/13/2007		П
3	Print comments and ink m								
Preview	Ī	OK Cancel			Community Advisory Committee Meeting		=		=
	_				a				
					Entereductions		_		
					- Chie and Karines Landers				
							_		
					Data Gauganay	۲	_		
							_		
							_		
							1		×
			Print: Page 1 of 3				로 38% 🗩		¥ ii. 🗟 🕀
								LAF	BYR
5								I F /	A R N



### Lesson 25: Multitasking with Office 2007

Return to the Office 2007 web page

