

PowerPoint® 2007

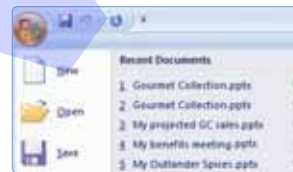


To start Microsoft® PowerPoint® 2007, click **Start** and choose **All Programs, Microsoft Office, Microsoft Office PowerPoint 2007**.

A

Office Button

Provides access to a menu of commonly used commands, such as New, Open, Save As, Send, and Close. (This menu replaces the File menu used in previous versions of PowerPoint.) The right side of the menu contains links to recently opened files.



B

Quick Access toolbar

Contains buttons for frequently used commands (by default, Save, Undo, and Repeat/Redo).

■ **Add commands:** Click the Quick Access toolbar button and choose the command you want to add.

■ **Move the toolbar beneath the Ribbon:** Click the Quick Access toolbar button and choose **Show Below the Ribbon**.

C

Ribbon

Contains tabs, which in turn contain groups of related tools, such as buttons, lists, and galleries. A gallery is a collection of commands or options that are represented graphically to show their results. If your screen is set to a low resolution, some groups will display only the group name. Click a group's button to display the entire group.

D

Outline/Slides pane (displayed in Normal view only)

Displays a text outline of your entire presentation and provides thumbnail images of all slides . The Outline tab is commonly used to edit text and manage the overall flow of presentation content. You can use the Slides tab to add, delete, move, copy, and hide slides.

E

Notes pane (displayed in Normal view only)

Provides an area where you can enter speaker notes. To see what your notes will look like when printed, click the **View** tab and click **Notes Page** in the Presentation Views group.

F

Status bar

Tells you where the current slide is positioned in the presentation and displays the name of the applied theme . Use the View buttons to switch among presentation views: Normal, Slide Sorter, and Slide Show. Use the Zoom slider to change the level of magnification for a slide.

Getting Started

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NOT FOR PRINTING OR INSTRUCTIONAL USE

Developing Presentations


Opening and viewing presentations


Open a presentation


1. Click the Office Button  and choose **Open**. The Open dialog box appears.
2. From the Look in list, select the folder and file name of the presentation you want to open, and then click **Open**.




Change the view

To change the view, you can use the View tab or click any of the following buttons, located in the status bar.

 **Normal view:** The default view. Use this view to create and edit slides.

 **Slide Sorter view:** Shows miniature images of all slides in the presentation. Use this view to rearrange, add, or delete slides.


NOTE: In Normal and Slide Sorter views, the slides are numbered. If a slide contains transition and animation effects, the slide will also have a star icon. Click the star icon  to preview the effects.

 **Slide Show view:** Provides a full-screen view of the presentation. Click the left mouse button or press  to move to the next slide. Press  to end the slide show.


Creating and saving presentations

Create a presentation from a template


Templates contain predefined color schemes, backgrounds, and font settings. Use these templates to create professional-looking presentations with styles that are consistent from slide to slide.

1. Click the Office Button  and choose **New**.
2. In the left pane of the New Presentation dialog box, click a category name to display a gallery of related templates.
3. Select the desired template. If the template is stored locally, click **Create**; if the template is online, click **Download**.


Create a presentation from an existing presentation

1. Click the Office Button  and choose **New**.
2. In the left pane of the New Presentation dialog box, click **New from existing**.
3. Locate and select the presentation you want to use, and then click **Create New**.

Save a presentation

1. Click the Office Button , point to **Save As**, and choose one of the following:
 - **PowerPoint Presentation:** This is the default file format (.pptx) for PowerPoint 2007. This format doesn't support macros.
 - **PowerPoint Show:** Use this file format (.ppsx) to save the file so it always opens in Slide Show view.
 - **PowerPoint 97-2003 Presentation:** Use this format (.ppt) to save a presentation so it's compatible with PowerPoint 97-2003.
2. In the Save As dialog box, select the location (drive and folder) where you want to save the presentation.
3. In the File name box, enter a name for your presentation.
4. Click **Save**.

Save a presentation containing macros

Click the Office Button  and then click **Save As**. In the Save As dialog box, select the location (drive and folder) where you want to save the presentation. Enter a name for your presentation. From the Save as type list, select **PowerPoint Macro-Enabled Presentation (*.pptm)**. Click **Save**.

Working with slides and placeholders

Select a slide or slides

In Normal view, click the **Outline** or **Slides** tab. Then do either of the following:

- **Select a single slide:** Click a slide.
- **Select multiple slides:** Press  and click each slide.

Add a slide to a presentation


1. Select a slide. When you insert a new slide, it will be inserted after the selected slide.
2. On the Home tab, in the Slides group, click the **New Slide** button's down-arrow and select the layout you want to use.

Insert slides from another presentation

1. Select a slide. When you import slides, they will be inserted after the selected slide.
2. On the Home tab, in the Slides group, click the New Slide button's down-arrow and choose **Reuse Slides**. The Reuse Slides task pane appears.
3. In the task pane, click **Browse** and choose **Browse File**.
4. Locate and select the desired presentation, and click **Open**. Thumbnails of that presentation's slides appear in the task pane.
5. To apply the current presentation's slide masters to any inserted slides, verify that the **Keep source formatting** box in the task pane is cleared.
6. Click a slide to add it to the current presentation.


*NOTE: To add all of the slides to the current presentation, right-click a slide thumbnail and choose **Insert All Slides**.*

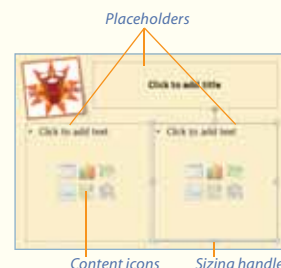
Work with slides







- **Change the slide order:** In Slide Sorter view, select the slide you want to move, and then drag it to the desired position.
- **Duplicate a slide:** Select the desired slide, click the New Slide button's down-arrow, and choose **Duplicate Selected Slides**.
- **Delete a slide:** Select the slide you want to delete and press .

Work with placeholders

Placeholders are containers in which you insert text or other content, such as tables, clip art, and multimedia clips. Each slide layout has one or more placeholders, as shown here.

- **Insert text in a placeholder:** Click the placeholder and start typing.
- **Insert text in a bulleted-list placeholder:** Click the placeholder and type the text for the first bullet. Press  to add a second bullet, and then type the text for the second bullet. Repeat as needed.



- **Delete text in a placeholder:** Select the text you want to remove, and press either  or .
- **Remove a placeholder containing text:** First, delete all of the text in the placeholder. Then, click the placeholder. Point to an area of the placeholder box that doesn't contain a sizing handle. When the pointer becomes a four-headed arrow , click to select the placeholder box. Then, press .
- **Move a placeholder:** Click anywhere inside the placeholder and then point near the edge of it. When the pointer becomes a four-headed arrow , drag the placeholder to its new position.
- **Resize a placeholder:** Click the placeholder and point to one of the sizing handles. When the pointer becomes a two-headed arrow , drag to resize the placeholder.

Formatting and Editing

Formatting and editing text

Cut, copy, and paste text

Select the text you want to cut or copy. Click the **Cut** or **Copy** buttons in the Clipboard group on the Home tab. Place the insertion point where you want to paste the text, and click the **Paste** button.



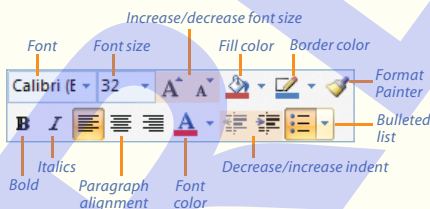
Change text formatting

To format the text on a slide, select the text and then use the buttons on the Home tab or use keyboard shortcuts.

Icon	Keyboard shortcut	Used to...
	CTRL + SHIFT + F	Change the font of selected text.
	CTRL + SHIFT + P	Change the font size.
	CTRL + B	Make selected text bold.
	CTRL + I	Make selected text italic.
	CTRL + U	Underline selected text.
	None	Apply a shadow to selected text.
	CTRL + L	Left-align text.
	CTRL + E	Center text.
	CTRL + R	Right-align text.
	None	Create a numbered list.
	None	Create a bulleted list.
	CTRL + SHIFT + <	Increase the font size by 1 point.
	CTRL + SHIFT + >	Decrease the font size by 1 point.
	ALT + SHIFT + ←	Demote a list item.
	ALT + SHIFT + →	Promote a list item.
	None	Change the font color.

Use the Mini toolbar to apply formatting

When you select text, a small semitransparent toolbar appears above the text. The Mini toolbar includes some of the formatting options available in the Font and Paragraph groups on the Home tab. Use the Mini toolbar to format text without switching tabs on the Ribbon.



Copy formatting from one item to another

1. Select the item (text, AutoShape, picture, WordArt, or clip art) that contains the desired formatting.
2. Click the **Home** tab, if necessary. In the Clipboard group, click the **Format Painter** button . The pointer will change to an I-beam with a paintbrush next to it .
3. Select the item to which you want to apply the formatting.

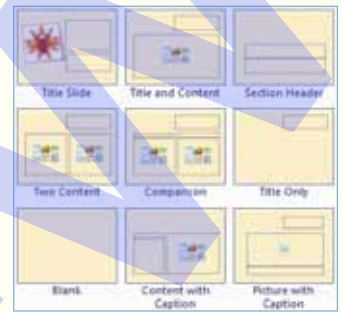
Change bullet formatting in a list

1. Place the insertion point in the list.
2. On the Home tab, in the Paragraph group, click the down-arrow on the **Bullets** button . Then, do one of the following:
 - Select the bullet character you want to use.
 - Choose **Bullets and Numbering**. Click **Picture** or **Customize**, select the picture or symbol you want to use, and click **OK**.

Formatting slides

Change a slide layout

You can use different slide layouts for various slides in a presentation. Layouts have placeholders for text (such as titles) and objects (such as tables, graphics, or video clips). There are nine standard slide layouts.



1. On the Slides tab (in the left-hand pane), select the slide whose layout you want to change.
2. On the Home tab, in the Slides group, click **Layout** to display the gallery. Then click the layout you want to use.

Change a presentation's design or color scheme

A theme is a predefined set of colors, fonts, and effects you can apply to a presentation. To apply themes and backgrounds, click the **Design** tab on the Ribbon.

- **Apply a different theme:** In the Themes group, click the theme you want to apply. If you don't see the theme you want, click the More arrow to expand the Themes gallery.

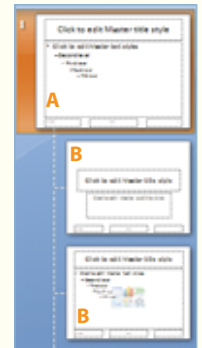


- **Change just the font, color, or effect:** In the Themes group, click the **Colors**, **Fonts**, or **Effects** buttons. Then click the option you want to apply.

Work with slide masters

Slide masters contain basic design elements, such as fonts, bulleted-list styles, placeholder formats, and backgrounds. You can change various slide elements for the entire presentation by changing the slide master.

1. Click the **View** tab. In the Presentation Views group, click **Slide Master** to display the slide master (A) and associated layouts (B).
2. In the left pane, select the slide master or layout that you want to change.
3. On the corresponding slide (in the main window), select a placeholder.
4. Click the **Home** tab. In the Font group, change the font, font size, or color as needed.
5. Repeat steps 3 and 4 as needed.
6. Click the **Slide Master** tab and click **Close Master View**.



Add footers to slides

1. Click the **Insert** tab. In the Text group, click **Header & Footer**.
2. On the Slide tab, under Include on slide, check any of the following:
 - **Date and time:** Specify whether the date should be updated automatically or remain static.
 - **Slide number:** Displays the current slide number in the footer.
 - **Footer:** Enter the desired footer text.
3. Click **Apply** to display the checked items on the current slide, or click **Apply to All** to apply the settings to all slides in the presentation.

NOTE: Headers cannot be inserted on slides. You can insert headers on only Notes and Handout pages.

Adding Graphics, Tables, and Multimedia

Graphics

Search for clip art, pictures, movies, or sounds

1. Click the **Insert** tab and click **Clip Art** to display the Clip Art task pane.
2. In the Search for box, enter a keyword.
3. From the Search in list, select the areas you want to search.
4. From the Results should be list, select the type of media file you want to find.
5. Click **Go**.
6. To insert one of the resulting objects into a placeholder, select the placeholder and click the object in the task pane.



Insert a picture

1. Do one of the following:
 - Click the **Insert** tab. In the Illustrations group, click **Picture**.
 - In a content placeholder, click the Picture icon.
2. Locate and select the picture you want to use, and click **Insert**.



Insert a line or shape

1. Click the **Insert** tab.
2. In the Illustrations group, click **Shapes** and then click the line or shape you want.
3. Drag on the slide to draw the line or shape.



Insert WordArt

Click the **Insert** tab. In the Text group, click **WordArt**. Select the desired style from the WordArt Gallery. Type your text.



Insert a SmartArt graphic

1. Do one of the following:
 - Click the **Insert** tab. In the Illustrations group, click **SmartArt**.
 - In a content placeholder, click the SmartArt icon.
2. Select **All** or select one of the SmartArt types. Select the layout you want and click **OK**.
3. Type your text in the placeholders provided.



Work with graphic objects

- **Add text to a shape:** Click the shape and enter your text.
- **Move an object:** Point to the edge of the selected object, but not to any of the sizing handles. The mouse pointer displays a four-headed arrow. Drag the object to move it.
- **Resize an object:** Click the object to display its sizing handles. Point to a sizing handle. The pointer changes to a double-headed arrow. Drag the sizing handle until the object reaches the size you want.
- **Rotate an object:** Click the object to display its rotation handle. Point to the handle until the pointer turns into a counterclockwise arrow. Drag to rotate the shape.
- **Group shapes:** Select the objects you want to group. On the Drawing Tools | Format tab, in the Arrange group, click **Group** and choose **Group**.



NOTE: To ungroup a group, click **Group** and choose **Ungroup**.

- **Align objects:** Press **(SHIFT)** and select the objects you want to align. On the Drawing Tools | Format tab, in the Arrange group, click **Align**. Choose a type of alignment.
- **Apply a Quick Style to an object:** Select the object. On the Home tab, in the Drawing group, click **Quick Styles**. Choose a style from the gallery.
- **Delete an object:** Select the object and press **(DELETE)**.



Graphics, continued

Work with SmartArt graphics

Click the SmartArt graphic that you want to change. Then, on the SmartArt Tools | Design tab, do any of the following:

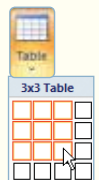
- **Change the SmartArt layout or style:** In the Layouts or SmartArt Styles groups, click the More button and choose the layout or style you want to apply.
- **Change the color scheme:** In the SmartArt Styles group, click **Change Colors** and choose a new color scheme.
- **Reverse the direction of a SmartArt graphic:** In the Create Graphic group, click **Right to Left**.
- **Add a shape:** In the Create Graphic group, click **Add Shape**.
- **Restore the default layout and color scheme:** In the Reset group, click **Reset Graphic**.



Tables and charts

Insert a table

1. Do one of the following:
 - Click the **Insert** tab. In the Tables group, click **Table**, and then drag to select the number of columns and rows you want, as shown.
 - In a content placeholder, click the Table icon. Enter the number of columns and rows you want and click **OK**.
2. To add text to a cell, click the cell and type your text. Press **(TAB)** to move to the next cell.



Insert a chart

1. Do one of the following:
 - Click the **Insert** tab. In the Illustrations group, click **Chart**.
 - In a content placeholder, click the Chart icon.
2. In the Insert Chart dialog box, click a chart type on the left, select a chart sub-type, and click **OK**.
3. An Excel worksheet window opens beside the document window. The worksheet contains sample data. Replace the sample data with your data.
4. Use the Chart Tools tabs—Design, Layout, and Format—to format and customize the chart.



Multimedia and animation

Insert a movie clip

1. Place the insertion point where you want the movie to appear.
2. Do one of the following:
 - Click the **Insert** tab. In the Media Clips group, click **Movie**.
 - In a content placeholder, click the Movie icon.
3. Select the movie file you want to insert and click **OK**.



Animate an object

1. Select the object you want to animate.
2. Click the **Animations** tab.
3. From the Animate list, choose **Fade**, **Wipe**, or **Fly In**.



Proofing, Printing, Delivering, and Packaging

Proofing and printing presentations

Check spelling

1. Click the **Review** tab and click **Spelling**, or press (F7).
2. Choose any option in the Spelling and Grammar: English (U.S.) dialog box:
 - If the correct word is in the Suggestions box, select it and click **Change**. You can also click **Change All** to change all occurrences of the word.
 - Click **Ignore Once** or **Ignore All** to leave the word as it is.
 - Click **Add to Dictionary** to add the word to the dictionary.


Insert comments

1. Select the text or item you want to comment on.
2. On the Review tab, click **New Comment**, and then type your comment text.
3. To return to the presentation, click outside the comment balloon.




*NOTE: To display changes and comments in a presentation, click **Show Markup** on the Review tab.*

Print slides, handouts, notes, or an outline

To print a document with the default print settings, click the Office Button , point to **Print**, and choose **Quick Print**.


To print with different settings:

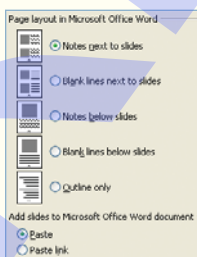
1. Click the Office Button , point to **Print**, and choose **Print** to open the Print dialog box.
2. Under Print range, specify which slides you want to print.
3. Under Copies, enter the number of copies you want to print. If you want to print complete sets of the presentation, with each set printed separately, check **Collate**.
4. From the Print what list, select the type of printout you want: **Slides**, **Handouts**, **Notes Pages**, or **Outline**.
5. From the Color/grayscale list, select the appropriate option for your printer.
6. If you selected Handouts, enter the number of slides to be printed on each page, and select a slide arrangement.
7. To print a thin frame around each slide, check **Frame slides**.
8. Click **OK**.

Hide background graphics before printing handouts


1. Select the slides for which you want the background omitted.
2. Click the **Design** tab. In the Background group, check the **Hide Background Graphics** box.

Save handouts in a Word document

1. Click the Office Button , point to **Publish**, and choose **Create Handouts in Microsoft Office Word**.
2. Select a page layout.
3. Specify whether you want to insert copies of the slides or links to the slides.
4. Click **OK**. Word will open and display the handout.



E-mail a presentation via Microsoft Outlook®

1. Click the Office Button , point to **Send**, and choose **E-mail**. Outlook will open a new message, with the presentation as an attachment and the file name as the subject.
2. In the To box, enter the e-mail addresses for the recipients. Separate e-mail addresses with a semicolon (;).
3. In the message area, type your message.
4. Click **Send**.



Delivering presentations

Add slide transitions

Slide transitions add effects, such as fading to black, between two or more consecutive slides as they are shown in a presentation.


1. Click the **Animations** tab.
2. In the Transition To This Slide group, do any of the following:



- Select a transition from the gallery.
 - Apply a transition sound.
 - Change the transition speed.
3. To apply the same effect to all slides, click **Apply To All**.
 4. To preview the transition, click **Preview**.



Rehearse a presentation

1. Click the **Slide Show** tab. In the Set Up group, click **Rehearse Timings**.
2. Rehearse your presentation. On the Rehearsal toolbar, click the Next button  as needed to move through the presentation.
3. When you finish, click **Yes** to save your timing. To close the show before it ends, click **Close** on the Rehearsal toolbar.

Run a presentation

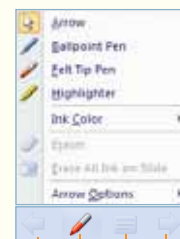
To start a slide show, click the **Slide Show** tab and click **From Beginning**, or press (F5). While the slide show is running, you can do any of the following:

- **Move to the next slide in the show:** Click the left mouse button or press (→) or (SPACEBAR).
- **Move to the previous slide:** Press (←).
- **Move to any slide in the presentation:** Right-click the current slide, choose **Go to Slide**, and choose the desired slide.
- **End the slide show:** Press (ESC).

Use the Slide Show toolbar


When a slide show is running, the Slide Show toolbar blends in with the background of each slide. To display the toolbar, point to the lower-left corner of the slide.

The Slide Show buttons are: Previous Slide (A), Marking and Pointing Options menu (shown here, B), Navigation and Display Options menu (C), and Next Slide (D).



Packaging presentations

To distribute a presentation, you can package it with Microsoft Office PowerPoint Viewer so that users can run the presentation even if they don't have PowerPoint. You must first save your presentation so it is compatible with PowerPoint 97–2003.

1. In PowerPoint, click the Office Button , point to **Publish**, and choose **Package for CD**.
2. In the Name the CD box, enter a name.

*NOTE: If you want to include multiple presentations in the package, click **Add Files**, select the files you want to include, and click **Add**.*

3. Do one of the following:
 - To copy the package to a CD, insert a blank recordable CD (CD-R) or rewritable CD (CD-RW) and click **Copy to CD**.
 - *NOTE: Your computer must have a CD writer to create CDs.*
 - To run the presentation from a network folder, click **Copy to Folder**, enter the folder name and location, and click **OK**.

Frequently Asked Questions

1. How can I get more help with PowerPoint 2007?

Press **F1** to display PowerPoint Help. For further information and resources, visit the following Web pages:

- office.microsoft.com/powerpoint
- support.microsoft.com

2. Can I view a PowerPoint 2007 presentation without having PowerPoint on my computer?

You can run a presentation on a computer that does not have PowerPoint installed. To do so, you must install the PowerPoint Viewer. Go to www.microsoft.com/downloads. Enter **PowerPoint Viewer 2007** in the search box and click **Go**. Click the **PowerPoint Viewer 2007** link. Click **Download**. To start the installation immediately, click **Open** or **Run this program from its current location**.

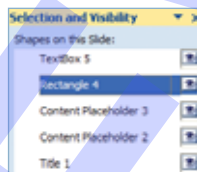
3. What are some guidelines for good design?

Create more effective presentations by following these guidelines:

- Be consistent. Keep headings, subheadings, and other slide elements the same throughout your presentation.
- Use contrasting colors, but avoid colors that are harsh on the eyes, such as bright yellows and greens.
- Keep the font size around 32 points. You might want to use larger type for headings.
- All graphics should support your content, and they should be clearly visible from a distance.
- Use the 6x6 rule. Keep each bulleted item to no more than six words, and don't include more than six bulleted items on a slide.
- If you plan to distribute black-and-white handouts, be sure to preview them. Color images that look good on screen might not print well in black-and-white.


4. How can I select small or partially covered objects?

1. Select any object.
2. On the Drawing Tools | Format tab, in the Arrange group, click **Selection Pane**.
3. In the Selection and Visibility task pane, click the name of the object you want to select.



NOTE: You can use this task pane to hide objects. To do so, click the Eye icon  next to the object you want to hide.

5. Is there an easy way to make new slides from a slide with too many bullets?

1. In Normal view, click the **Outline** tab.
2. Click the bullet that you want to turn into the title for the new slide.
3. On the Home tab, in the Paragraph group, click the Decrease List Level button .

6. How do I insert a text box?

1. Click the **Insert** tab. In the Text group, click **Text Box**.
2. Drag on the slide to draw the text box.



7. How do I apply multiple themes in a single presentation?


1. In Slide Sorter view or Normal view, select the slides to which you want to apply a different design theme.
2. Click the **Design** tab.
3. In the Themes group, right-click the desired theme and choose **Apply to Selected Slides**.

8. How can I save my presentation as a PDF file?

Before you can save a presentation as a PDF file, you must download and install an add-in. Here's how:

1. Go to www.microsoft.com/downloads. Then, from the Search list, select **All downloads**.
2. In the Search box, enter **2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS**.
3. In the Validation Required section, click **Continue** and follow the instructions to validate your copy of Microsoft Office.
4. Follow the instructions to download and install the add-in.

To save a presentation as a PDF file:

1. With the file open in PowerPoint, click the Office Button , point to **Save As**, and choose **PDF or XPS**.
2. Enter a name for the file.
3. From the Save as type list, select **PDF**.
4. Check the **Open file after publishing** box.
5. Select an optimization setting.
6. Click **Options**, select the desired settings, and click **OK**.
7. Click **Publish**.

9. How can I make global changes on my notes pages?

1. Click the **View** tab.
2. In the Presentation Views group, click **Notes Master**.
3. Make your changes.
4. On the Notes Master tab, click **Close Master View**.

10. How do I use Key Tips?

1. Press **ALT** to display the Key Tip badges. They first appear for all Ribbon tabs, the Quick Access toolbar, and the Office Button.



2. Press the key for the desired tab to display all of the Key Tip badges for that tab's buttons.
3. Press the key or keys for the button you want. If the Key Tip is two letters, press the first key and then the second one.

11. What are some common keyboard shortcuts I can use?

Keyboard shortcut	Used to...
F1	Open the PowerPoint Help window.
F7	Check spelling.
CTRL + D	Duplicate a selected object.
CTRL + K	Insert a hyperlink.
CTRL + M	Insert a new slide.
CTRL + N	Create a new presentation.
CTRL + S	Save the current presentation.
CTRL + P	Print the current presentation.
SHIFT + F9	Show or hide a grid that can be used to position objects.
CTRL + F1	Minimize or maximize the Ribbon.
ALT + V + N	Switch to Normal view.

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