

Microsoft® PowerPoint® 2007

quick start card

Getting Started

The new Microsoft® PowerPoint® 2007 is a versatile tool for creating dynamic presentations. With easy-to-use features and an intuitive new user interface, you can create a professional-looking presentation for nearly any specific needs. By using the variety of themes, designs, and layouts, your presentation quickly takes shape.

Quick Access Toolbar: Display customized commands independent of the Ribbon tab.

Filename: Apply the name of your presentation.

The Office Menu: Access features for saving, printing, publishing, and more.

The Ribbon: Use Ribbon tabs to access the features needed to create, organize, and design your presentation.

Slide & Outline Tabs: View your presentation in an outline or slide format.

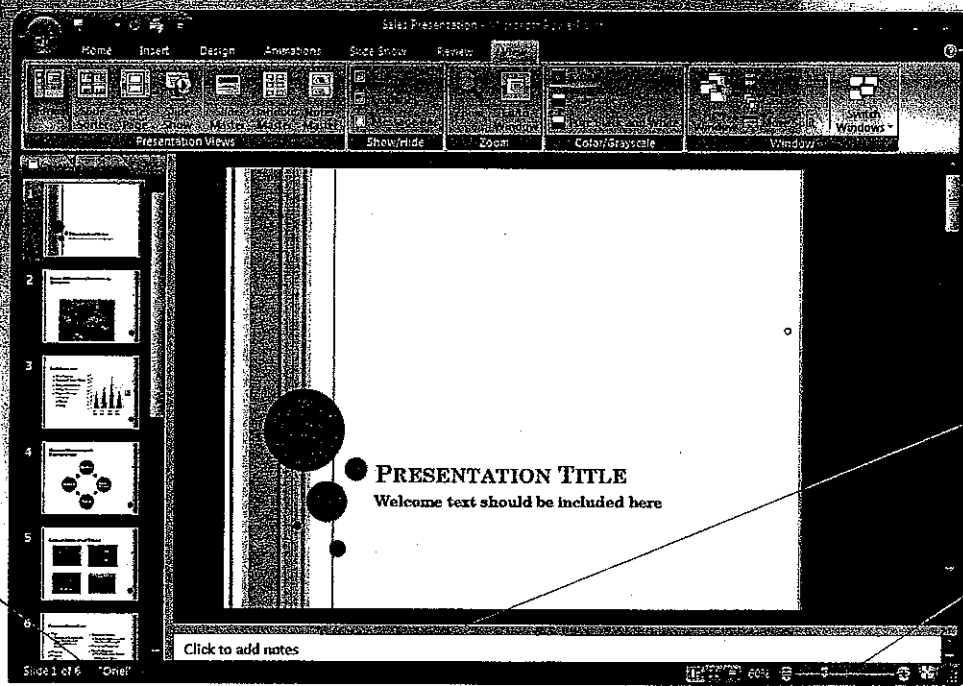
Slide Information: Displays the number of the current slide and slide style.

Help: Access Microsoft PowerPoint 2007 Help features by clicking here.

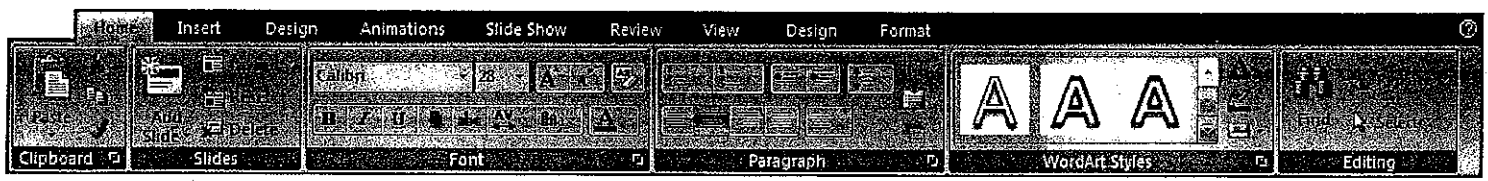
Scrolling: Use the navigation buttons and scrollbar to navigate the document and to move from page to page.

Notes Pane: In the Normal view, type specific notes for each individual slide.

Window Appearance: Switch between various viewing modes, or zoom in and out using the zoom feature.



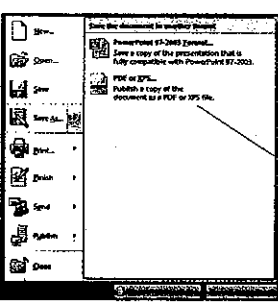
The Ribbon



The most prominent new feature in PowerPoint 2007 is the Ribbon. The Ribbon contains most of the features used to create professional-looking presentations. The Ribbon is organized into different tabs. Each tab contains the unique features associated with certain scenarios. The Design tab, for example, provides access to features used to change the slide themes and styles, whereas the Insert tab provides access to features used to insert pictures or charts.

The Office Menu

The Office Menu displays the features you need in order to work with your presentation.



Here you can access features for saving, printing, publishing, and more.

For example, use the Office Menu to save your presentation in portable document format (PDF).

Window Appearance

Commands to adjust the appearance of your window are consolidated here.



- 1 2 3 4 5

Description

1. Normal View
2. Slide Sorter View
3. Slide Show
4. Zoom
5. Fit slide to current window

Quick Access Toolbar

To customize your Quick Access Toolbar:



1. Click the drop-down arrow at the right of the toolbar.
2. Select **More Commands...**
3. From the left column, select the command you want to add.
4. Click the **Add >>** button to move the command to the Quick Access Toolbar.
5. When finished adding your command, click **OK** to return to your presentation.

Using Contextual Tabs ^{New}

Contextual tabs are another exciting new feature of PowerPoint 2007. Instead of hundreds of functions buried in menus and toolbars, contextual tabs only appear when you need them, and then disappear when you don't.

For example, to access the Picture Tools tab to adjust settings:

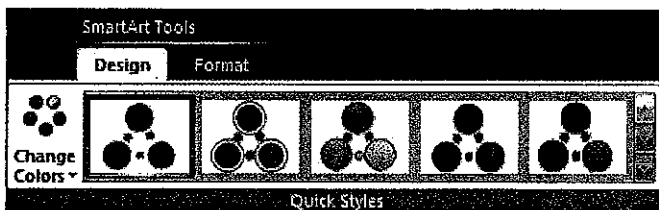
1. Click the picture you want to adjust.
2. The Picture Tools | Format tab now appears just to the right of the other available Ribbon tabs.
3. Use the available tools to adjust the look and feel of the picture.
4. When you have finished adjusting your object, click away from your picture.
5. The Picture Tools put themselves away, leaving only the standard PowerPoint 2007 tabs.

Accessing Galleries ^{New}

Another change in PowerPoint 2007 is the Galleries feature. In the new contextual tabs, galleries give you quick, visual access to available formats for adjusting the look and feel of your slides.

For example, use the Gallery to adjust the format of SmartArt:

1. Click the SmartArt you want to adjust.
2. The SmartArt Tools contextual tab for your SmartArt will appear in the Ribbon.



3. Scroll through the gallery of available SmartArt styles.
4. Select the style you want to apply.
5. When you have finished adjusting your SmartArt style, click away from the SmartArt to close the Gallery.

Using Live Preview ^{New}

The addition of the Live Preview feature in Galleries makes it easy to see how your changes will appear. Now, instead of applying a feature, then having to undo it if you're not happy with the result, simply hover your mouse over an available format and watch as that format is previewed in the document.

Using Convenience Features ^{New}

Displaying Enhanced Tool Tips

Enhanced Tool Tips have been added to this version of PowerPoint. When hovering over a button in the Ribbon, the name of the feature will display, the description, and sometimes a picture or even a link to the Help Topic.

Accessing The Mini Toolbar

The Mini toolbar is a semitransparent toolbar that displays when text within a textbox is selected. Moving toward the Mini toolbar reduces the transparency, moving away from the toolbar increases the transparency.

The Mini toolbar provides quick access to commonly used features like Font, Size, and Alignment.



Creating a New Presentation

PowerPoint enables you to create a presentation from scratch or from predefined templates.

Creating a Blank Presentation

To create a blank presentation that you can then customize:

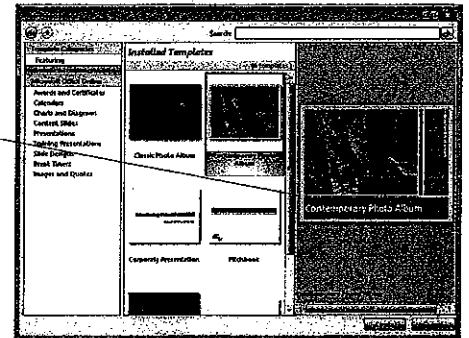
1. From the **Office Menu**, select **New**.
2. Select **Blank Presentation**.
3. Click **Create**.

Note: PowerPoint will open with a blank slide, allowing you to insert the text, style, and slide design you want to use.

Creating a Presentation From A Template

To create a presentation from a template:

1. From the **Office Menu**, select **New**.
2. Under the Template Categories section, select **Installed Templates**.
3. Scroll through the list of available templates. Clicking on a template will display a larger preview of the slide style.
4. Once you have made your selection, click **Create**.

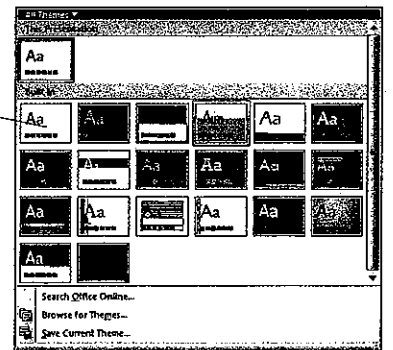


Changing Slide Designs

You can adjust the look and feel of your slides by altering the slide design. Whether you have created your presentation from a template or from scratch, adjusting slide themes is quick and easy.

To adjust your slide design:

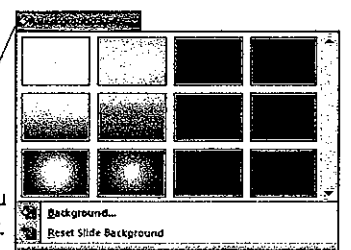
1. From the Design tab, find the Themes section.
2. Click the drop-down arrow next to the list of available themes to display the full array of themes you can apply to your presentation.
3. Move your mouse over a theme. The Live Preview feature will automatically update your slide to show how that theme might appear.
4. Click on the theme to make the theme change to your slide show.



Changing Slide Backgrounds

To adjust your slide background:

1. From the Design tab, find the Background section.
 2. Click the **Background Styles** button.
 3. From the available background styles, select the background you want to apply to your slide show.
- Note:** Hover over a background style to see how it might appear.



Adding a Slide

As you continue to create your presentation, you will want to add additional slides.

To add a new slide to your presentation:

1. From the Home tab, find the Slides section.
2. Click the **New Slide** button to open a list of slides with the layout you want to use.
3. Select your slide and slide layout.
4. Your new slide will be inserted after the current selected slide.

Deleting a Slide

To remove a slide from your presentation:

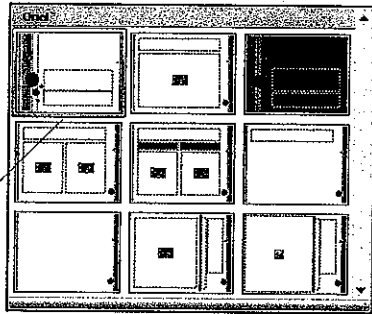
1. Select the slide you want to delete.
2. From the Home tab, find the Slides section.
3. Click the **Delete** button to remove the slide. **Note:** you can also select a slide and simply press the delete key on your keyboard.

Changing Slide Layout

If you discover you want to change the layout of a particular slide, for example, from a Title slide to a Picture with Caption slide, you can easily do so without having to delete and insert a new slide.

To change a slide layout:

1. Select the slide for which you want to change the layout.
2. From the Home tab, find the Slides section.
3. Click the **Layout** button.
4. Select from the available slide layouts, and the new layout will be applied to the selected slide.



Inserting a Text Box

To add a text box to a slide:

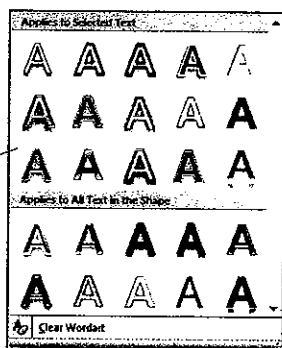
1. Select the slide in which you want to add a text box.
2. From the Insert tab, find the Text section and click the **Text Box** button.
3. Move your mouse to your slide where the text box should appear.
4. Click the left mouse button and drag the insertion point to create a text box.
5. Type the text you want to add. **Note:** Click and drag the anchors to resize the box; click the border to move the box.

Working With WordArt

WordArt allows you to incorporate decorative text into a presentation.

To insert WordArt:

1. From the Insert tab, find the Text section and click the **WordArt** button.
2. From the list of available styles, select the WordArt style you want to apply to your text.
3. Now you can type your text in the text box that has appeared in the slide.

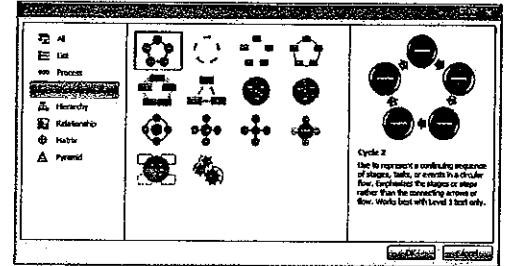


Inserting SmartArt ^{New}

An exciting new feature in PowerPoint 2007 is the addition of SmartArt. SmartArt is an excellent way to make information look more dynamic. For example, instead of simply listing items in a bulleted list, SmartArt can be used to illustrate your content with shapes and color.

To incorporate SmartArt:

1. From the Insert tab, find the Illustrations section.
2. Click the **SmartArt** button to open the SmartArt dialog window.
3. Select which type of graphic best suits your situation.
4. Select the style you want to use. A preview will display to the right.
5. Click **OK**.
6. With your SmartArt graphic now showing in your slide, enter your information next to the bullets in the text box. Each bullet corresponds to the contents of one of the SmartArt shapes.



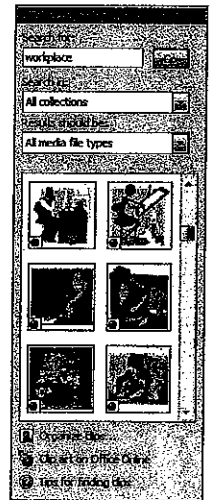
Note: The SmartArt contextual tabs will display in the Ribbon. You can use these tabs to access features for changing your SmartArt design, layout, style, format, and more.

Adding Clip Art

Clip Art enables you to add graphics and images to your presentation.

To add clip art objects to your slide:

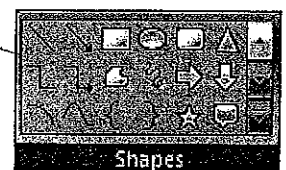
1. From the Insert tab, find the Illustrations section.
2. Click the **Clip Art** button to open the Clip Art task pane to the right of your slide.
3. Enter a keyword in the Search for field.
4. Define the clip art collections you want to search through.
5. Select the media types you want your search results to return.
6. Click **Go**.
7. Scroll through the search results and select the graphic you want to add by clicking the image's drop-down arrow and selecting **Insert**.



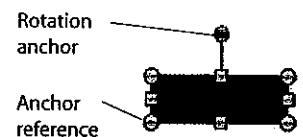
Inserting Shapes

To add shapes to a slide:

1. From the Insert tab, find and click the **Shapes** button.
2. Select the shape you would like to insert into your slide.
3. Determine where on your slide you want to add the shape, left-click the mouse, and simply drag the mouse to create the shape.



Note: You can resize objects by clicking on any of the object's anchor references and dragging to resize. You can rotate an object by clicking on the rotation anchor.



Inserting a Picture

To insert a picture from a file:

1. From the Insert tab, find the Illustrations section.
2. Click the **Picture** button to open the Insert Picture dialog window.
3. Browse through your files for the picture you want to add.
4. Select your file and click **Insert**.
5. Use the Picture Tools | Format tab to access features for adjusting your picture's style, shape, border, and more.

Note: As you hover over the features used to adjust your picture, the live preview will show how your picture will appear.

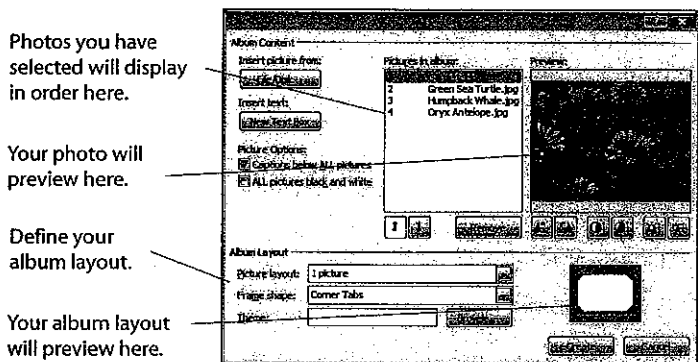
Working With Photo Albums New

A new feature in PowerPoint 2007 enables you to create a presentation to display a photo album. With easy-to-use tools, you can quickly customize the look and feel of your album before sharing it with others.

Creating a Photo Album

To create a photo album:

1. From the insert tab, find the Illustrations section.
2. Click the **Photo Album** button and select **New Photo Album** to open the Photo Album dialog window.



Photos you have selected will display in order here.

Your photo will preview here.

Define your album layout.

Your album layout will preview here.

3. Click the **Insert picture from: File/Disk** button to search your computer for the photos you want to add.
4. Select your picture and click **Insert**. Your file will now display in the Pictures in album area, with your photo displaying in the preview window to the right.
5. Follow the same steps to add additional pictures to your album.
6. Use the arrow buttons underneath the Pictures in album area to change the order in which a picture is to be displayed. You can also rotate, adjust the contrast, and alter the picture's hue.
7. In the Album Layout section, click the drop-down arrow to select from the Picture Layout options. As you select an option, the layout preview will show how your picture will appear.
8. Select your frame shape from the list of available options. The layout preview will show what shape your picture will take. **Note:** You can also apply a predefined theme to your album.
9. Click **Create**.

Editing a Photo Album

To edit a photo album:

1. From the Insert tab, find the Illustrations section.
2. Click the **Photo Album** button and select **Edit Photo Album** to open the Edit Photo Album dialog window.
3. Use the photo album features to edit your album, from reordering which picture displays first to changing your picture layout and shape.
4. When you have completed your edits, click **Update**.

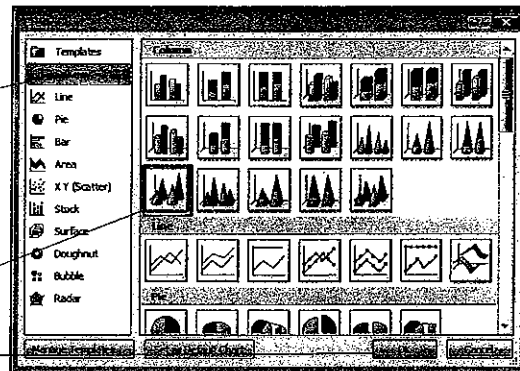
Adding Charts

Charts can be used to provide a visual comparison of data, enriching your presentation with information viewers can easily grasp.

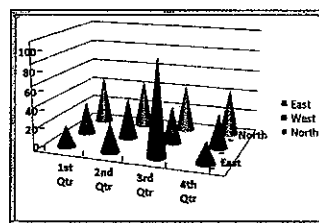
To add a chart to your presentation:

Note: Excel 2007 must be installed to ensure the charting features function properly in PowerPoint.

1. In PowerPoint, from the Insert tab, find the Illustrations section.
2. Click the **Chart** button to open the Create Chart dialog window.
3. In the left window, select the type of chart you want create.
4. Select the chart format that meets your needs.
5. Click **OK**.



Note: Upon clicking OK, an Excel window will open. Your PowerPoint slide and chart will show on the left, and your Excel spreadsheet with the data to create your chart, i.e., source data, will show on the right.



	B	C	D
Column1	East	West	North
1st Qtr	20.4	30.6	45.9
2nd Qtr	27.4	38.6	46.9
3rd Qtr	90	34.6	45
4th Qtr	20.4	31.6	43.9

Customizing Chart Data

To adjust the data values in your chart:

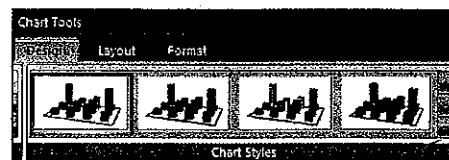
1. In the Excel window on your right, adjust the source data to reflect the information you want to display by replacing the values in each cell with your customized data.
2. After you have changed the numerical values, and the column and row categories, click back on your slide in the PowerPoint program.
3. Your chart will be automatically updated with the new data.

Customizing Chart Formatting

After you have created your chart, PowerPoint 2007 enables you to customize every aspect of your chart's appearance.

To customize the look and feel of your chart:

1. Click on your chart to open the Chart Tools contextual tabs on the Ribbon. Each tab will provide you with myriad options for adjusting the look and feel of your chart.
2. To change the style of your chart, for example, from the Chart Tools | Design tab, find the Chart Styles section.
3. Select one of the chart styles, or click the drop-down arrow for a full list of chart styles for your chart format.

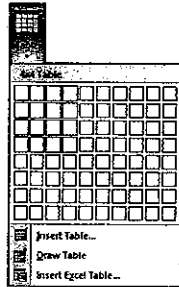


Note: The Chart Tools contextual tabs provide you with the features for adjusting chart formats, editing source data, defining axis titles, and much more.

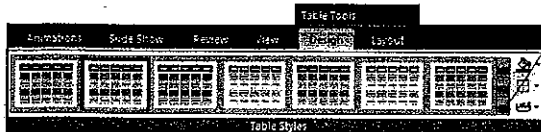
Inserting a Table

To add a table to a slide in your presentation:

1. From the **Insert** tab, find the **Tables** section.
2. Click the **Table** button.
3. Hover your mouse over the number of cells you want your table to include. You will notice the **Live Preview** feature automatically shows what your table will look like on your slide.
4. Once you have determined how many cells your table should include, left-click the mouse to insert your table.



Note: Use the **Table Tools** contextual tabs to adjust various aspects of your table. For example, to change the style of your table, select from one of the available **Table Styles**.

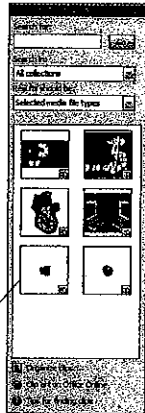


Click the drop-down arrow to access the full list of available table styles.

Adding Movies

To add a movie clip to a slide in your presentation:

1. From the **Insert** tab, find the **Media Clips** section.
 2. Click the drop-down arrow for the **Movie** button.
 3. Select whether you want to insert a movie clip from a file you have on your computer or from the **Movie from Clip Organizer** gallery.
 4. To insert a clip from a file, browse through your files for the movie clip you want to add. After selecting your file, click **OK**.
- OR
5. To insert a clip from the list of movie clips available in the **Clip Organizer** gallery, select the clip from the **Clip Art** task pane.



Note: From your slide, click on the movie clip to access the **Picture Tools** and **Movie Tools** contextual tabs. From the **Picture Tools** tab you can adjust the movie object format and style. From the **Movie Tools** tab you can adjust your movie settings, define whether you want your movie to begin playing automatically or when clicked, watch a preview of how your clip will appear, and much more.

Adding Sounds

To add sounds to a slide in your presentation:

1. From the **Insert** tab, find the **Media Clips** section.
 2. Click the **Sounds** button.
 3. Select whether you want to insert a sound from a file you have on your computer or from the **Sound Clip Organizer** gallery.
 4. To insert a sound from file, browse through your files for the sound clip you want to add. After selecting your file, click **OK**.
- OR
5. To insert a sound from the list of sound clips available in the **Sound Organizer** gallery, select the sound from the **Clip Art** task pane.



Note: From your slide, click on the sound clip object to access the **Picture Tools** and **Sound Tools** contextual tabs. From the **Picture Tools** tab you can adjust the sound object format and style. From the **Sound Tools** tab you can adjust your sound clip settings, define whether you want your sound to begin playing automatically or when clicked, listen to a preview of your sound, and much more.

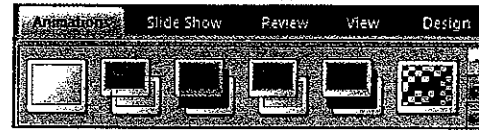
Working With Slide Transitions

PowerPoint 2007 makes it easy to customize how your slide show transitions from one slide to the next.

Adjusting Slide Transitions

To adjust the animated slide transitions from one slide to the next:

1. From the **Animations** tab, find the **Transition to This Slide** section.
2. Hover your mouse over the transition effect and watch as the live preview shows how that effect will appear in your slide show.
3. Click on that effect to assign that transition to your presentation.



Click the drop-down arrow to access the full list of available transition effects.

Applying Transition Sound

To assign a sound to your slide transition:

1. From the **Animations** tab, find the **Transition to This Slide** section.
2. Click the drop-down arrow next to **Transition Sound**.
3. Hover your mouse over the list of sounds and listen as the live preview plays a short demonstration of the highlighted transition sound.
4. Click on a transition sound to assign that transition to your presentation.

Adjusting Transition Speed

To adjust your slide transition speed:

1. From the **Animations** tab, find the **Transition to This Slide** section.
2. Click the drop-down arrow next to **Transition Speed**.
3. Click on a transition speed to assign that transition to your presentation. The live preview feature will play a short demonstration of your selected transition speed.

Advancing Slides

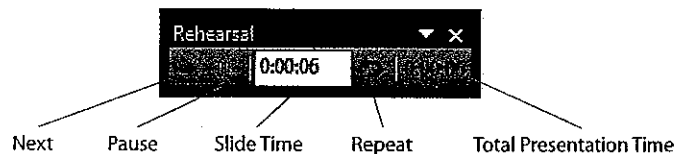
You can adjust whether you want to advance slides with a click of the mouse, or by indicating a specific time period that PowerPoint should wait before automatically progressing to the next slide. For example, under the **Animations** tab, in the **Transition to This Slide** section, check the **Automatically After** option and enter a time.



Rehearsing Timing

To rehearse your slide show timing to ensure your presentation fits within a specific timeframe:

1. From the **Slide Show** tab, find the **Set Up** section.
2. Click the **Rehearse Timing** button to begin timing your presentation.



3. Rehearse your presentation, clicking on the **next** button until you have completed your presentation.
4. After viewing the last slide in your presentation, you will automatically be prompted to keep or discard your timings.

Working With Presentation Views

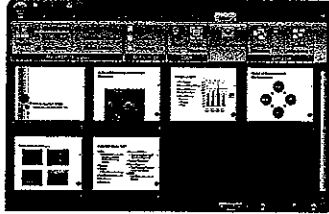
In addition to the main editing view, or Normal View, PowerPoint enables you to select a viewing mode that corresponds with your specific needs.

Using the Slide Sorter View

The Slide Sorter view enables you to see all your slides at once, in thumbnail form. This viewing mode is especially useful when arranging slides.

To switch to the Slide Sorter viewing mode:

1. From the View tab, find the Presentation Views section.
2. Click the **Slide Sorter** button.
3. Your slides will automatically display in thumbnail form.



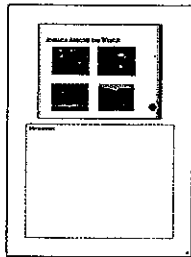
Note: You can also access the Slide Sorter view by clicking the Slide Sorter icon in the window appearance section located in the bottom, right-hand corner of the window.

Using the Notes Page View

The Notes Page view enables you to type and edit speaker notes in a full-page format.

To switch to the Notes Page viewing mode:

1. From the View tab, find the Presentation Views section.
2. Click the **Notes Page** button.
3. Your slide automatically displays atop a textbox used to type and edit speaker notes.

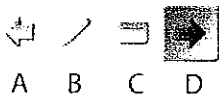


Viewing Your Slide Show

When you select the option to view your slide show, each slide in your presentation will take up your full screen, giving you an idea of your presentation's look and feel.

To view your slide show:

1. From the View tab, find the Presentation Views section.
2. Click the **Slide Show** button.
3. Your presentation will automatically begin.
4. Use the navigation toolbar that appears, or a shortcut key to move through your presentation.



Description	Shortcut
A. Previous slide	PgUp, left-arrow, up-arrow Backspace
B. Highlighter	None
C. Slide Menu	None
D. Next slide	PgDn, right-arrow, down-arrow, space bar, Enter, left mouse-click

Other Functions

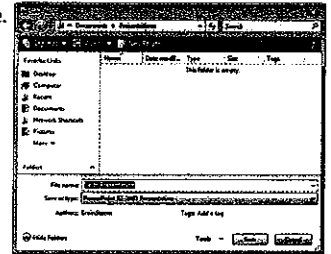
Description	Shortcut
E. First slide	Home
F. Last slide	End
G. Specific slide	Slide number and Enter
H. Exit slide show	Esc

Saving Your Presentation

PowerPoint 2007 enables you to save your presentation in PowerPoint 2007 format, PowerPoint 97-03 format, in Portable Document Format (PDF), or in XML Paper Specification (XPS) format.

To save your presentation:

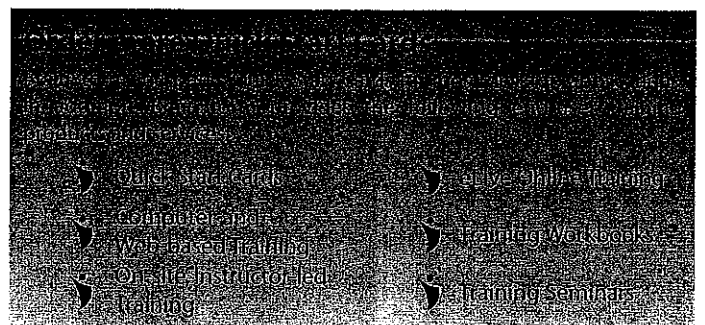
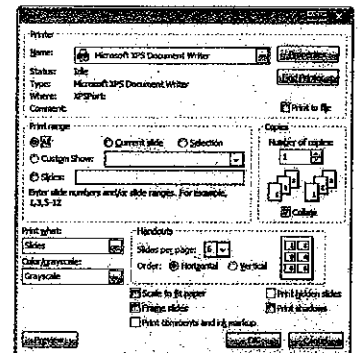
1. Click the **Office Menu** button.
2. Hover the mouse over **Save As** to access all of the Save As features.
3. Select the type of file you want to save as.
4. Determine where to save your file.
5. Enter a filename.
6. If you did not yet specify a file type, next to the Save as type section, click the drop-down arrow to select the file format you want to use.
7. Click **Save**.



Printing Your Presentation

To print your presentation:

1. Click the **Office Menu** button.
2. Hover the mouse over **Print** to access all of the Print features and make a selection.
3. In the Print dialog window, specify your printer settings.
4. In the Print range, specify whether you want to print all the slides in your presentation or only select slides.
5. Specify the number of copies you want printed.
6. Select whether to print slides, handouts, notes pages, or outline view.
7. Select whether to print your slides in color, black and white, or grayscale.
8. Click **OK** to begin printing.



To find out more about these training solutions, contact BrainStorm at www.BrainStormInc.com or at 1.801.229.1337. If you manage the software training in your organization, BrainStorm's consultants are happy to help you customize a unique bundled training solution to fit your business needs.



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