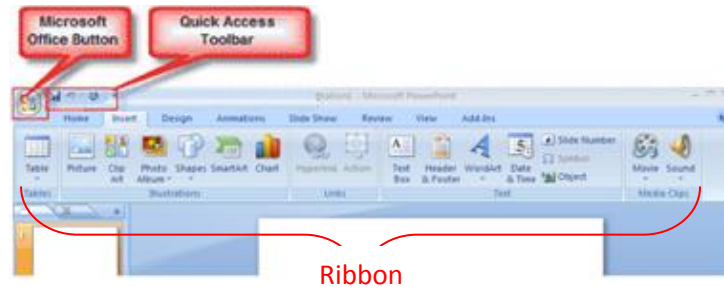


PowerPoint 2007 Quick Reference

As with the other Office 2007 programs, the PowerPoint menu bar has a different look than previous versions, and the three important features to be aware of are the Microsoft Office Button, the Ribbon, and the Quick Access Toolbar. These three features contain many of the menu functions in previous versions of PowerPoint



Microsoft Office Button

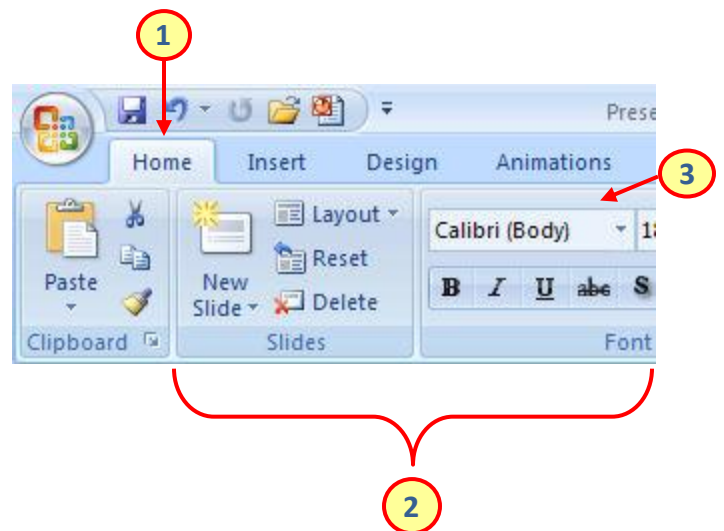


The large button on the upper left corner replaces the old **File** menu from previous versions of Word. You'll find familiar features for opening files, saving files, printing files, and much more.

The Ribbon

The Ribbon has three basic components.

- 1 Tabs.** There are several of them across the top (Home, Insert, Page Layout, etc.).
- 2 Groups.** Each tab has several groups that show related items together.
- 3 Commands.** A command can be anything from a button, a drop-down list, or a box to enter information.




Quick Access Toolbar



The Quick Access Toolbar is the small area to the upper left of the Ribbon. It contains some commands that you use frequently: **Save**, **Undo**, and **Repeat**. You can add your favorite commands to it so that they are available no matter which tab you are on.

You can add commands to the Quick Access Toolbar, by right-clicking the command you want to add, then click **Add to Quick Access Toolbar**.

More commands in dialog boxes

The small arrow  in the lower-right corner of a group is called the **Dialog Box Launcher**. It means there are more detailed or advanced options available for the commands in the group. Click the arrow to open a dialog box.

Keyboard shortcuts

Shortcuts that start with the CTRL key (for example, CTRL+C for copy and CTRL + V for paste) remain the same as in previous versions of Word. Keyboard shortcuts that start with the ALT key, however, have changed.

By pressing the **ALT** key, badges appear displaying the Key Tips.

Press the key for the tab or Quick Access Toolbar command you want.

If you press a Quick Access Toolbar command, the command is executed.

If you press a tab Key Tip, you'll see the Key Tips for every command on that tab. For example, by pressing **N** for the Insert tab, several Key Tips appear under that tab.

Note Most of Office 2003 menu access keys (those that start with ALT) still work. However, you'll need to remember the full shortcuts as there are no on-screen reminders.

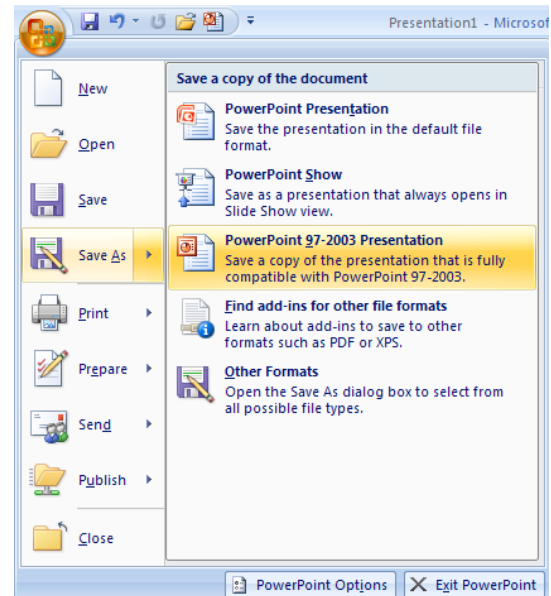
New file format

The new Word document file format is based on the new Office Open XML Formats (XML is short for Extensible Markup Language). You don't have to understand XML. Just keep in mind that the new XML-based format produces a different file extension (.pptx):

Work with people who don't have PowerPoint 2007

In PowerPoint 2007, you can open files created in previous versions of PowerPoint.

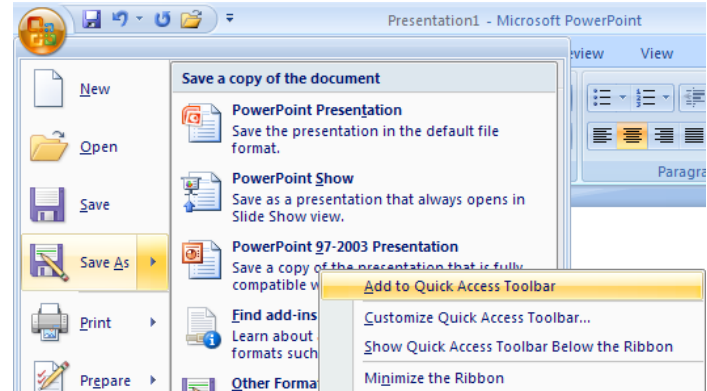
When you save a file that was originally created in a previous version, the automatic option in the **Save As** dialog box is to save it as the previous version (**.ppt**):



You may want to add this feature to your Quick Access Toolbar. Just right-click over the feature and select the first option:

“Add to Quick Access Toolbar”

You can add any feature within PowerPoint to the Quick Access Toolbar in this manner:



When you save a file as a previous version, if any 2007 features are not compatible with the previous version, a Compatibility Checker tells you so, and any new features will not work.

Note that when you open a PowerPoint file created in a previous version, or when you save a file created in 2007 as a previous version, Compatibility Mode is automatically turned on.

The Compatibility Checker runs automatically. You can also run it manually if you wonder whether any features in a document will be incompatible with previous versions. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Run Compatibility Checker**.

Additional Tutorials

You can find more tutorials for Powerpoint 2007 Programs at these Web sites:

Microsoft

<http://office.microsoft.com/en-us/training/CR100654571033.aspx>

ComputerWorld

<http://www.computerworld.com/action/article.do?command=viewArticleBasic&articleId=9063119>

Florida Gulf Coast University

<http://www.fgcu.edu/support/office2007/ppt/index.asp>