

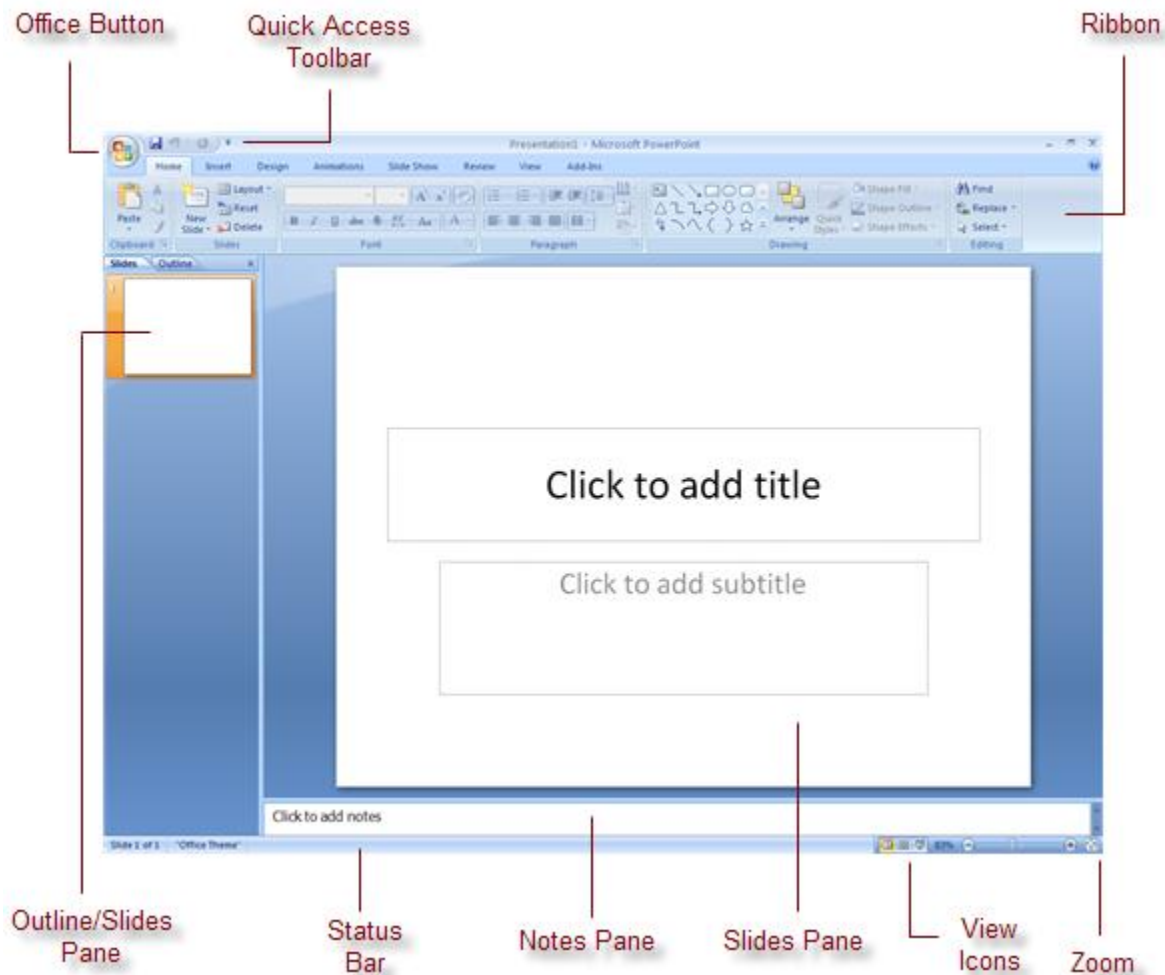
## **CHAPTER ONE: GETTING STARTED**

Microsoft PowerPoint 2007 is a program useful for creating slideshows which can be shared with others or presented to large groups of people. Through PowerPoint, you can customize the look of each slide by changing font attributes, adding diagrams, and more.

### This Chapter Will Include:

- Navigating PowerPoint 2007
- Running PowerPoint 2007
- Introducing the Ribbon
- Customizing the Quick Access Toolbar
- Saving a Presentation
- Opening a Presentation
- Converting a Presentation
- Navigating Presentations
- Exiting PowerPoint 2007

## Navigating PowerPoint 2007



**Slides Pane** – each PowerPoint presentation is made up of **slides** where you can enter text and add pictures or diagrams.

**Outline/Slides Pane** – the Outline/Slides Pane contains two tabs, one for the **Outline view** and the other for the **Slides view**. Outline view allows you to see each slide presented in outline form, while slides view shows each slide as a thumbnail. Both views allow for you to scroll quickly through each slide in a presentation.

**Notes Pane** – the Notes Pane allows you to enter information about a slide that you do not want to have actually appear in your presentation.

**Status Bar** – indicates information about the presentation, such as the number of slides.

**View Icons** – shortcuts which change the way the presentation can be viewed.

**Ribbon** – displays commands such as changing the size of font and adding bullets.

**Quick Access Toolbar** – displays icons to additional commands not featured on the Ribbon.

**Office Button** – opens a menu where you can open, save, and print presentations.

**Zoom** – adjusts the viewing size of the presentation.

## Running PowerPoint 2007

To run Microsoft PowerPoint 2007, follow these steps:

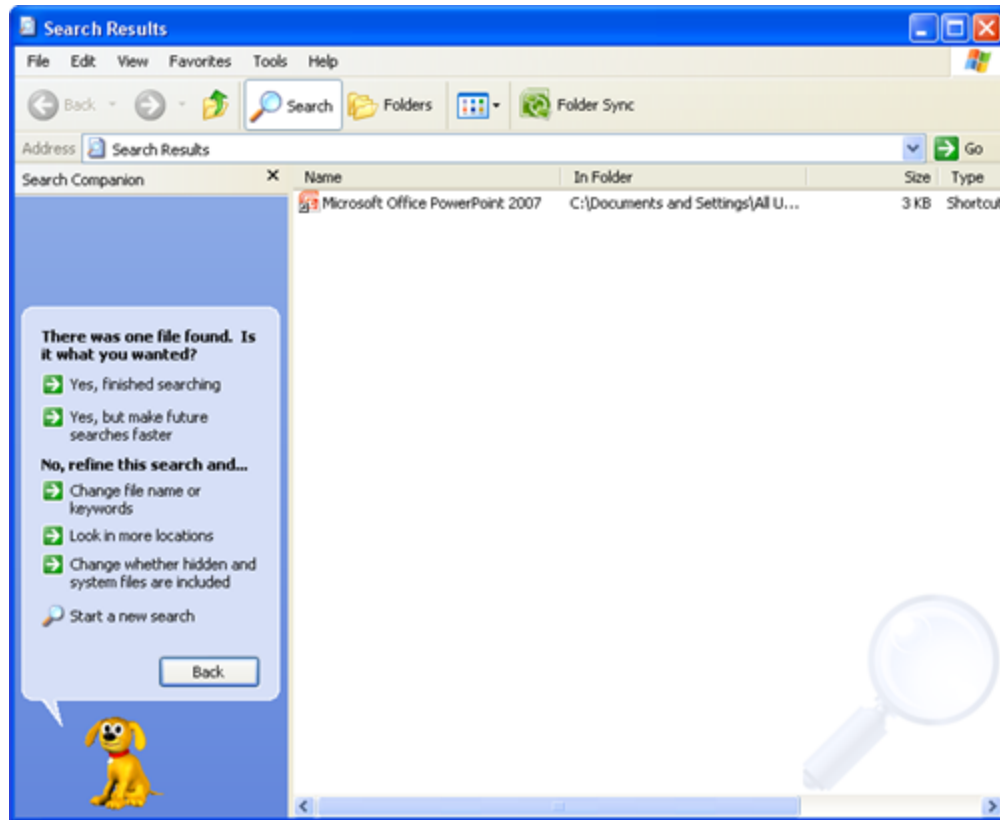
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1. Click the **Start** button.
2. Move your mouse to either **Programs** or **All Programs**.
3. Move your mouse to the **Microsoft Office** folder.
4. Under the menu that appears, click on **Microsoft Office PowerPoint 2007**.

If Microsoft PowerPoint does not appear in the Start menu, you can use an alternative method to find it:

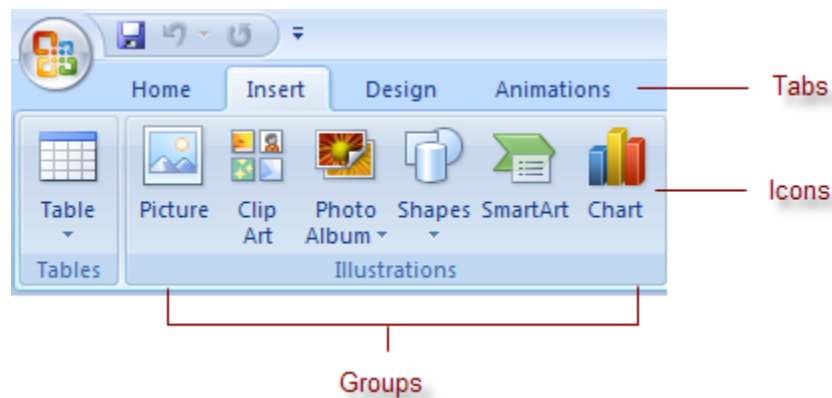
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1. Click the **Start** button.
2. For Windows XP Professional users:
  - a. Move your mouse to **Search** and click on **For Files and Folders** to open the Search window.
  - b. In the window that opens, click **All Files and Folders** on the left side of the screen.
3. For Windows XP Home and Windows Vista users:
  - a. Click **Search** and select **All Files and Folders** on the left side of the new window that opens.
4. Type **Microsoft Office PowerPoint** under **All or Part of the File Name** and click the **search** button.
5. Wait until the search is completed before clicking on the **Microsoft Office PowerPoint 2007** icon.



## Introducing the Ribbon

Microsoft PowerPoint 2007 no longer contains the Menu, Standard, and Formatting toolbars; instead, a new **Ribbon** feature has been implemented to replace these toolbars. The purpose of the Ribbon is to display the most commonly used features so that you do not have to spend time scrolling through the different toolbars when you are looking for something. Hovering your mouse over an icon on the Ribbon displays a **tooltip** which gives information about the icon. The Ribbon contains three parts: **tabs**, **groups**, and **commands**.

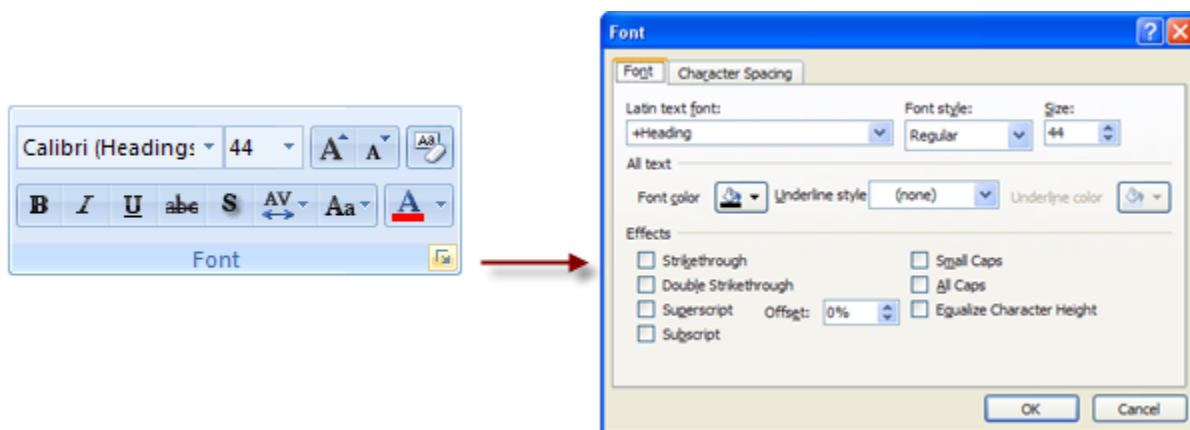


**Tabs** – headings for each section of the Ribbon. Typically, there are seven tabs unless you have additional programs installed on your computer which can be used by PowerPoint. These are listed under an eighth tab known as the **Add-Ins** tab.

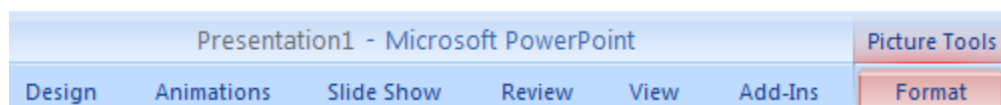
**Groups** – categories under each tab that arrange icons with other icons that have similar functions. For example, the Illustrations group contains six icons that all relate to inserting an illustration into a presentation.

**Icons** – individual images or boxes that represent each function. For example, the Picture icon allows you to insert a picture into a presentation.

Many groups contain small boxes, known as **Dialog Box Launchers**, in the lower-right corner. When clicked on, these boxes will open either larger **dialog boxes** with more features, or they will open **task panes**.



Additionally, some groups or icons only appear when necessary. For example, the **Picture Tools** tab will only appear when you have added a picture to a presentation. In this case, you must have the image selected before the tab will appear. To indicate that a tab is not fixed, it will appear at the end of the tabs list with a pink background.

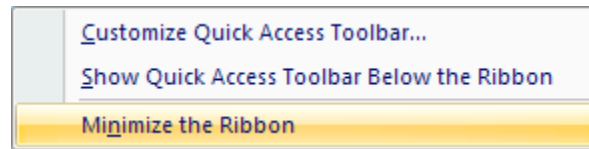


By default, the Ribbon appears at the top of a PowerPoint 2007 presentation. Although you cannot entirely remove the Ribbon, it can be minimized so that only the tabs appear. You may want to minimize the Ribbon if you do not want it to appear as a distraction, or if you want more room to work on a presentation.

To minimize the Ribbon, follow these steps:

1. Double-click any tab.

- a. Alternatively, you can right-click any tab and select **Minimize the Ribbon** from the menu that appears.



2. In minimized form, only the tabs appear. To view the groups available under a tab, click the tab once.
3. To exit the tab, click it once more.
4. To return the Ribbon to its full view, either double-click a tab or right-click any tab and uncheck the Minimize the Ribbon option.

## Customizing the Quick Access Toolbar

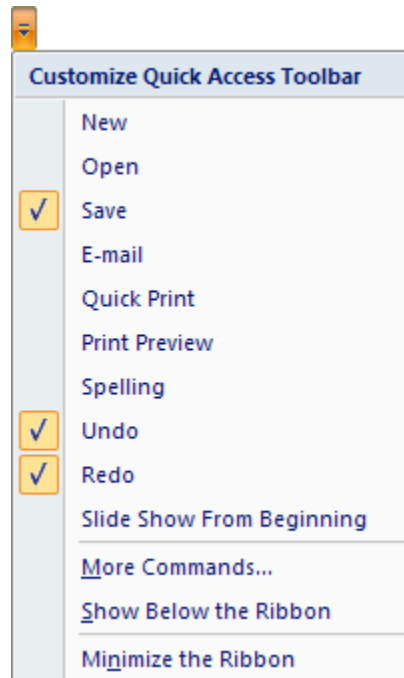
The Ribbon only shows the most “popular” commands, as opposed to the Menu toolbar in PowerPoint 2003 which displays all commands. This can be deceiving for new users who do not realize that PowerPoint 2007 is hiding features from them. New commands are added to the **Quick Access Toolbar**, located in the upper-left corner of the window next to the **Office Button**.

To add new commands to the Quick Access Toolbar, follow these steps:

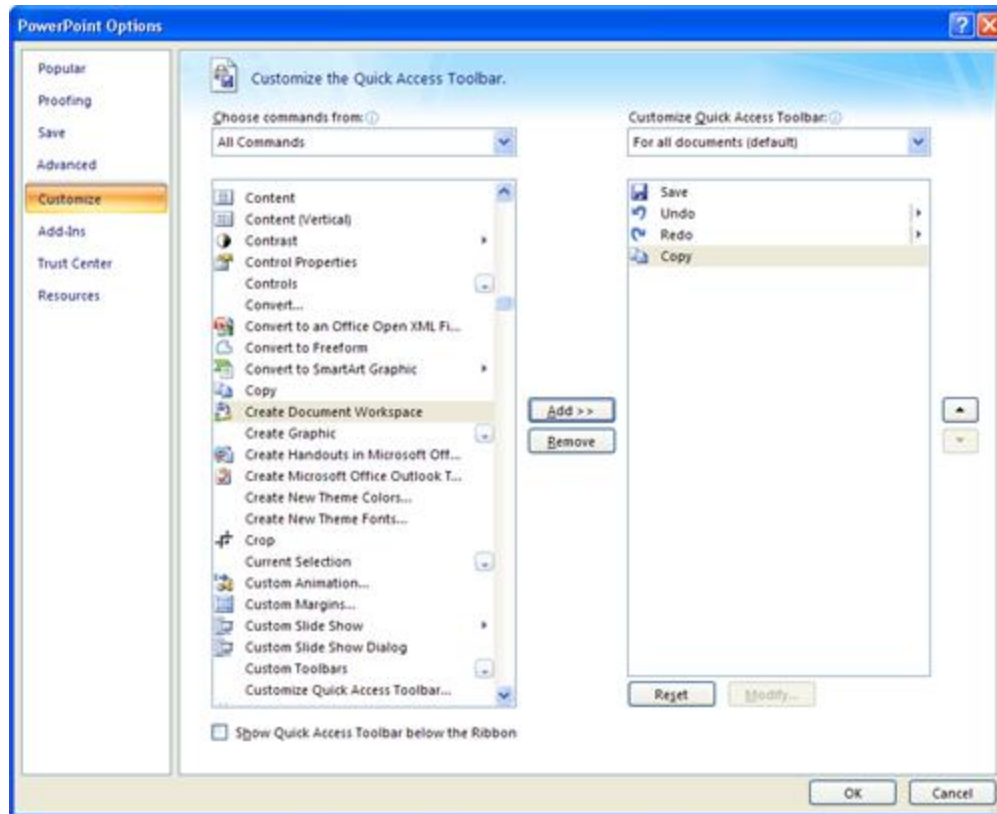
1. Click on the **Customize Quick Access Toolbar** arrow at the top-left corner of the window.



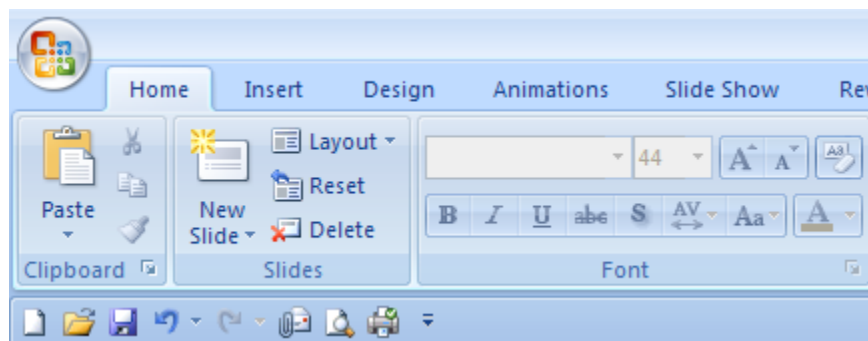
2. By default, the Quick Access Toolbar only displays the Save, Undo, and Redo commands. You can add more commands by selecting a name from the list. To show further commands, click on **More Commands**.



1. In the **PowerPoint Options Dialog Box**, make sure **Customize** is selected. Under **Choose Commands From**, click the drop-down arrow and select **All Commands** from the list. This will display an alphabetical list of every command available in PowerPoint 2007. Scroll through the list and click the **Add >>** button to add icons to the Quick Access Toolbar.
2. To remove any icons from the toolbar, click the **Remove** button. To rearrange the icons as they appear on the toolbar, use the up and down arrows next to the **Customize Quick Access Toolbar** list. When you are finished, click **OK**.



3. You can also move the Quick Access toolbar so that it appears below the Ribbon. To do so, open the Customize Quick Access Toolbar list once more and select **Show Below the Ribbon**.



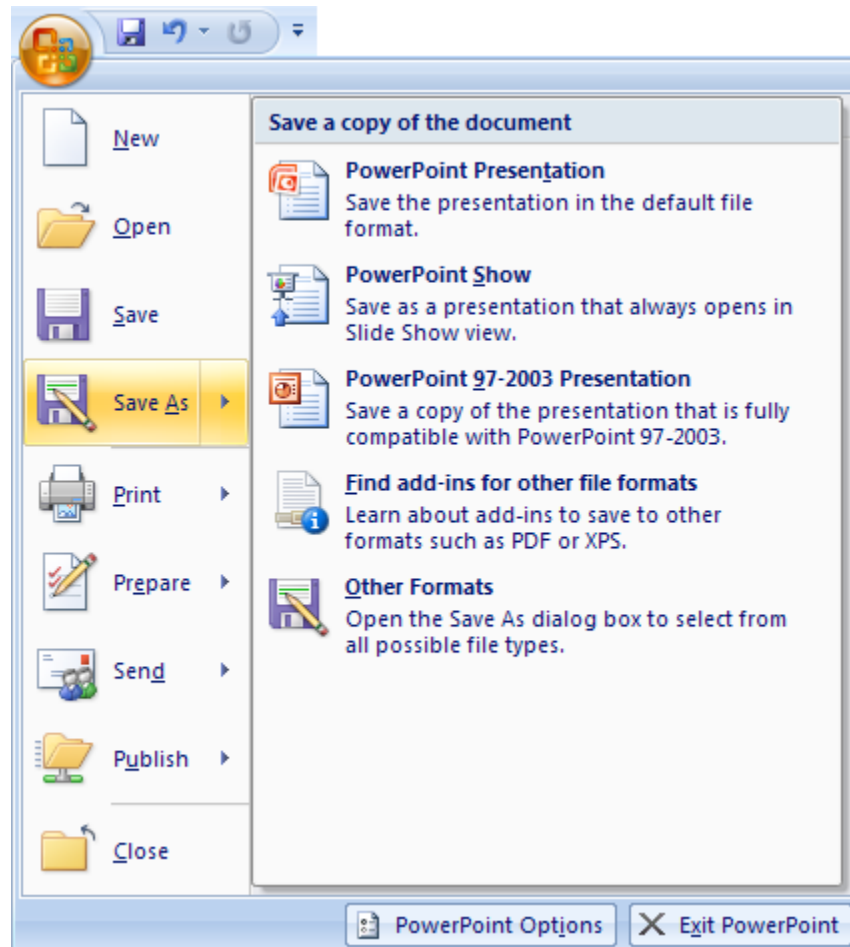
## Saving a Presentation

To save a PowerPoint 2007 presentation, follow these steps:

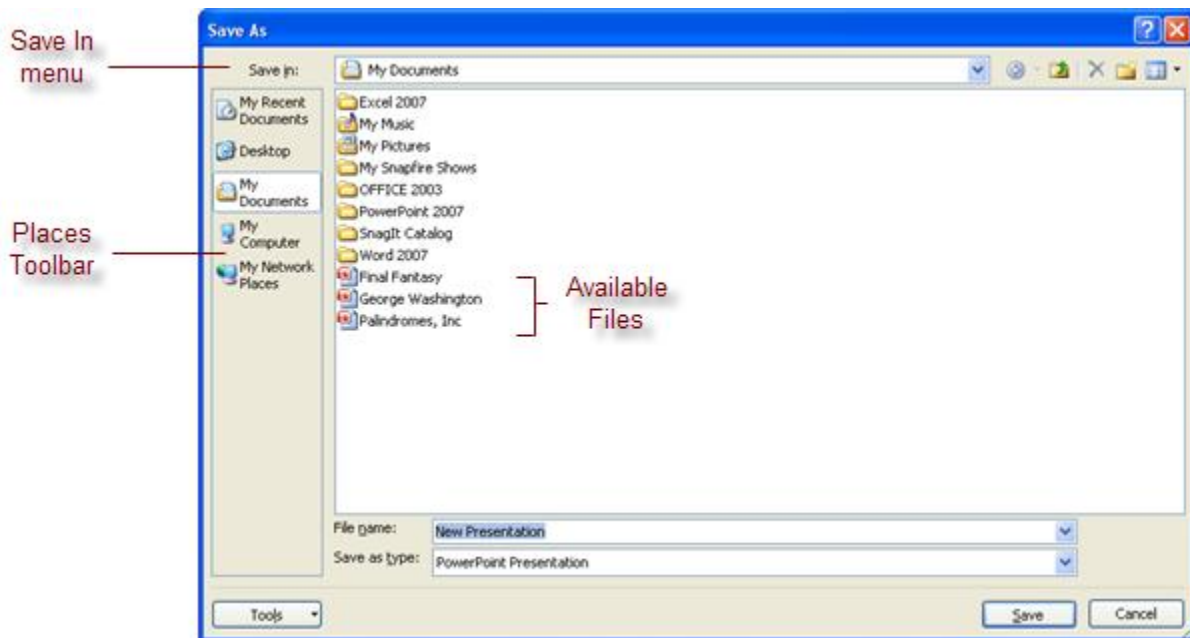
1. Click the **Office Button**.
  - a. Alternatively, the **Save** icon appears by default on the **Quick Access Toolbar**. However, you need to open the Office Button if you want to use the Save As feature.
2. In the menu that appears, you can choose to either **Save** your presentation or **Save As**.
  - a. **Save**: the first time you save a presentation, you will need to enter a file name for the presentation. At this point, there is no difference between the Save and Save As

commands. With the Save command, the same file will continue to update itself any time you choose Save.

- b. **Save As:** the Save As feature in PowerPoint 2007 allows you to save a presentation as a PowerPoint 2007 presentation (the default file type, with the file extension .pptx); as a slide show to automatically begins playing when opened; as a PowerPoint 97-2003 presentation (with the file extension .ppt, which is compatible with previous versions of Microsoft PowerPoint); or as an add-in. You can choose several other ways to save a presentation with the **Other Formats** options. The Save As command is useful if you want to save a presentation under a different file name than the one you previously chose for it.



3. In the **Save As Dialog Box** that opens when you choose either Save (for the first time) or Save As, enter a file name for your presentation in the **File Name** box and click the **Save** button.
4. By default, PowerPoint 2007 will save presentations in the **My Documents** folder on your computer. To save a presentation in a different location, use either the **Save In** drop-down menu or the **Places toolbar** to navigate to a different folder.

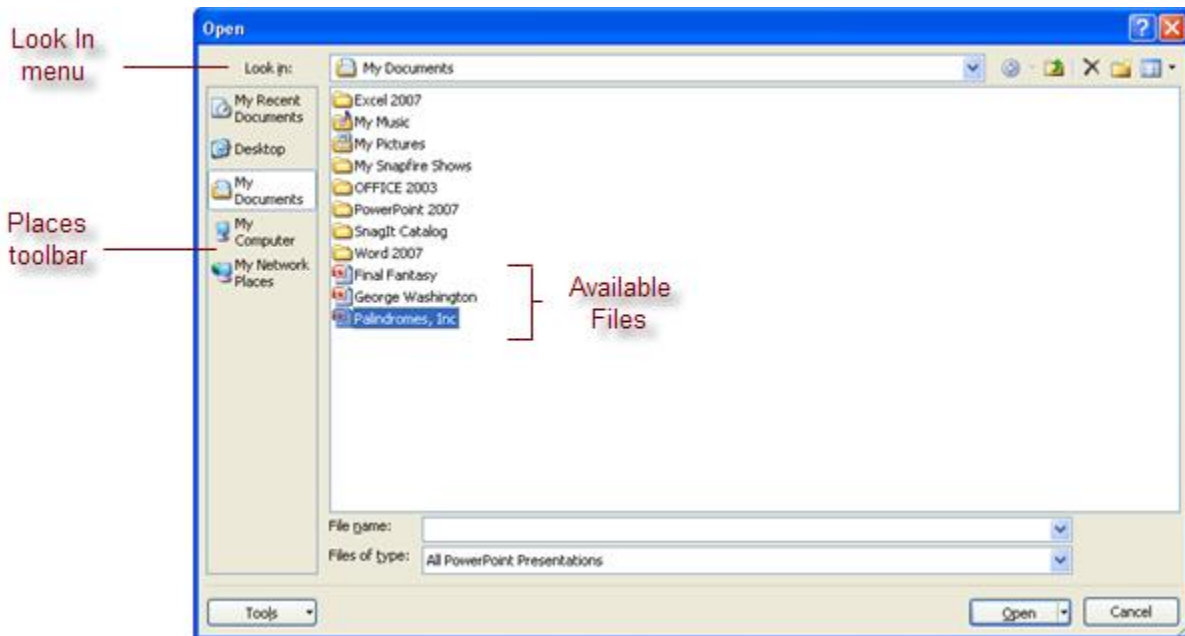


- To replace a previously existing presentation with the presentation currently open, single-click on a PowerPoint presentation listed in the Save As window and click **Save**. In the window that opens, click **Yes** to confirm the action.

## Opening a Presentation

To open a previously saved presentation, follow these steps:

- Click the **Office Button**.
- Select **Open** from the menu.
- The **Open Dialog Box** appears, displaying any folders and PowerPoint presentations in the **My Documents** folder.
- Double-click on a PowerPoint presentation to open it.
  - Alternatively, you can single-click on a presentation and then click the **Open** button on the right side of the window.
- If the presentation you are looking for is not saved in the My Documents folder, you can use either the **Places toolbar** on the left side of the window or the **Look In** drop-down menu at the top to find your presentation.



## Converting a Presentation

Microsoft PowerPoint 2007 is fully capable of opening a presentation that has been saved using a previous version of PowerPoint. When this happens, the words **Compatibility Mode** will appear after the title in your presentation after it has been opened.

Palindromes, Inc [Compatibility Mode] - Microsoft PowerPoint

To convert a presentation in Compatibility Mode to a PowerPoint 2007 presentation, follow these steps:

1. Click the **Office Button** and select **Convert** from the list. This feature only appears when a presentation has been opened in Compatibility Mode.



2. A window will appear reminding you that some possible changes may occur to your presentation when it is converted. Click **OK**. This will change your presentation to a PowerPoint 2007 presentation.
3. An alternative method is to go to **Save As** in the Office Button menu and choose **PowerPoint Presentation** (the first option in the list). This will save your presentation as a PowerPoint 2007 file while keeping a previous PowerPoint 1997-2003 presentation saved on your computer as well.

## Navigating Presentations

You can use various keys to scroll through the slides in a presentation. Here are a list of different keys and their resulting actions:

Key	Resulting Action
Press the <b>Right, Down, or Page Down</b> keys	Moves to the next slide
Press the <b>Left, Up, or Page Up</b> keys	Moves to the previous slide
Press the <b>Home</b> key	Moves to the first slide in the presentation
Press the <b>End</b> key	Moves to the last slide in the presentation

## Exiting PowerPoint

To exit Microsoft PowerPoint, follow these steps:

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1. Click the **Office Button** and choose **Close**.
  - a. Alternatively, you can exit PowerPoint by clicking the **Close** button in the upper-right corner of the presentation.
2. Save the presentation if PowerPoint prompts you to do so; unsaved presentations cannot be recovered!